Software
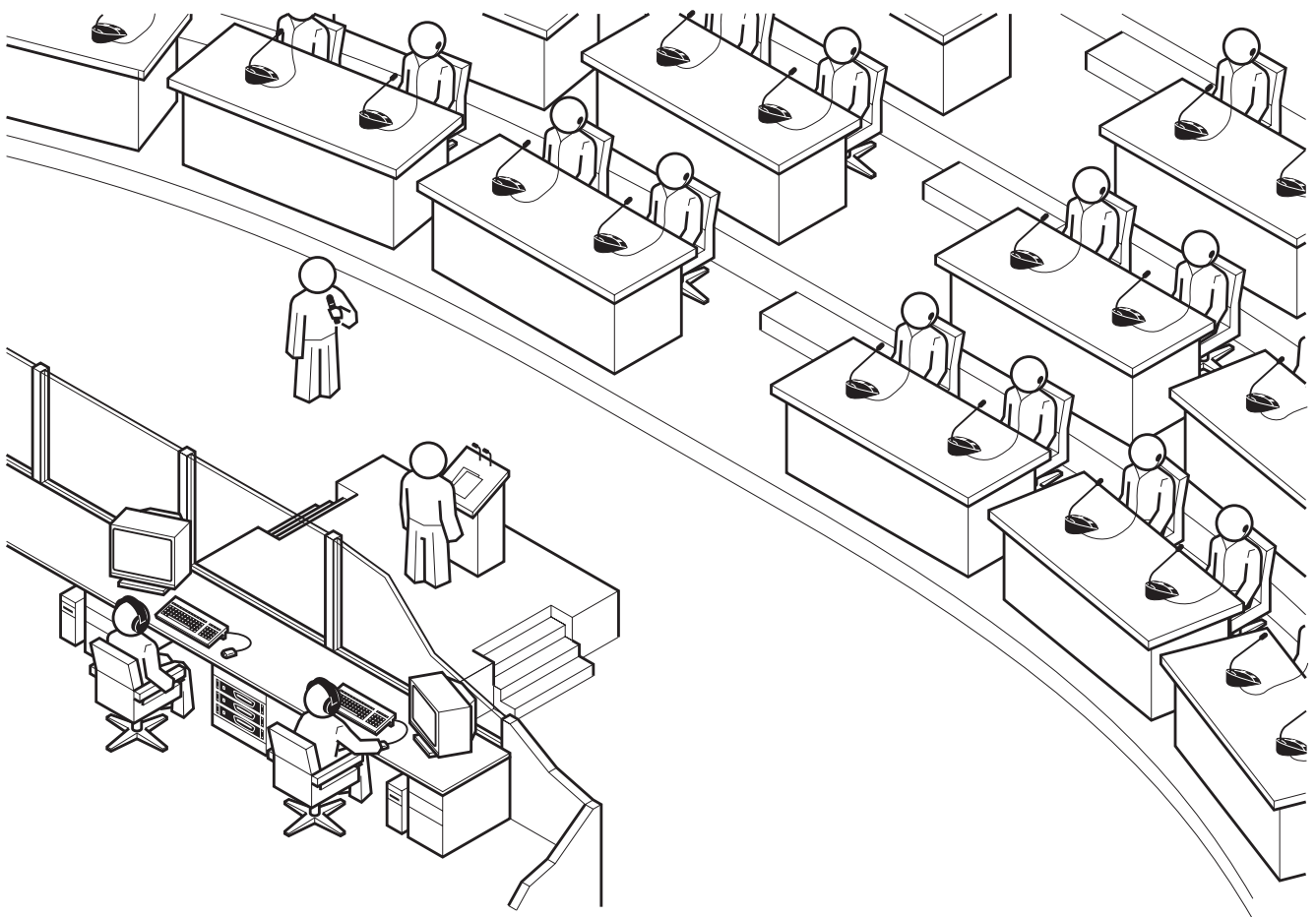# SDC 8200 SYS-M
SDC 8200 SYS

Software Manual

Thank you for choosing Sennheiser!

We have designed these products to give you reliable operation over many years. Over half a century of accumulated expertise in the design and manufacture of high-quality electro-acoustic equipment have made Sennheiser a world-leading company in this field.

Please take a few moments to read these instructions carefully, as we want you to enjoy your new Sennheiser products quickly and to the fullest.

Contents

Important information on this manual

This manual describes five different software modules which work closely together. The words and pictures in this manual refer to the entire range of functions offered by all five software modules. If you do not have licenses for all five software modules, some of the functions described here and some of the buttons, menus etc. shown here will be missing from your software. You then cannot use these functions.

For information on the different conference modes and the selectable modes between or within interpreter booths as well as the SDC 8200 consoles, please refer to the SDC 8200 system manual.

Safety instructions

Danger of material damage through loss of or damage to the dongle!

If you lose or damage your dongle, you can no longer set up, monitor and control conferences. The dongle cannot be repaired or replaced and you will have to buy the necessary licenses again! For this reason, set up the Master PC with the dongle in a safe place and restrict access to the Master PC to persons you can trust completely. Be sure to remove the dongle while installing or de-installing software of any kind on the Master PC. Keep liquids away from the dongle.

Warning against data loss!

PC files can be destroyed by defective hardware (e.g. hard disk crash, defective boot sectors), by software (e.g. PC viruses, hard disk partitioning programs etc.) or by magnetic fields (e.g. from unscreened loudspeakers)! Persons not trained in handling PCs can change, make unuseable or delete PC files by mistake.
Restrict access to your SDC 8200 system PCs to absolutely trustworthy persons who know how to handle them! Install trustworthy software only or check software with an up-to-date virus scan program before installing it! Before installing the software, make a backup of all your hard disk data!

If PCs in your SDC 8200 system are equipped with access to the Internet:

Protect these PCs via a firewall and a virus scan program! Have an expert set the parameters of the firewall to the highest security level! Have the firewall and its settings checked from time to time and have it adapted to new situations! Update your virus scan program as often as possible!

Note:

Make a backup of all data in your SDC 8200 installation on removable storage media (e.g. floppy disk) whenever you create or change an installation! Keep the removable storage media in a safe and protected place!

Delivery includes

- 1 SDC 8200 SYS software on CD
- 1 dongle
- 1 software manual as PDF on CD

In addition, you require one or two zero modem cables.

Getting to know the software

Important features of the software

The SDC 8200 SYS software makes your SDC 8200 conference and interpretation system more convenient to operate and adds additional functions according to your requirements. The software:

- allows you to quickly and easily configure the conference system:
  All parameters of your conference consoles can be easily configured from a central point.
- allows you to adapt the configuration even during a conference:
  You can change certain parameters without interrupting the conference.
- gives you a better overview of your conference:
  You – and all delegates if you so wish – can see at a glance which consoles are currently active.
- is a powerful tool for managing your delegate data.
  You can access delegate data at any time.
- gives your conference a personal touch:
  You – and all delegates if you so wish – can see the name of the current speaker.
- allows you to directly control all consoles:
  You can activate or deactivate the microphones by a mouse click.
- makes it especially easy to take votes and display the results, for example using a projector or a large screen.
- improves voting security:
  You can use the chip cards to authenticate the delegates.
- makes the interpretation system easy to configure:
  All parameters of your interpreter consoles can be easily configured from a central point.
- allows you to adapt the configuration of the interpretation system even during a conference:
  You can change modes between or within interpreter booths, Autofloor and other parameters at any time without interrupting the conference.
- allows you to monitor the status of the interpreter consoles during the conference.

Different licenses for the software modules providing the functions you require are available from Sennheiser electronic.

The software modules

Sennheiser provides two different software packages which add different functionalities to the SDC 8200 conference and interpretation system:

1. An SDC 8200 conference and interpretation system consisting of one SDC 8200 CU-M central unit with up to 50 conference consoles is only partly configurable. The interpretation capacity of the SDC 8200 CU-M central unit is four languages.
   For PC controlling this system, you require the SCD 8200 SYS-M software. Additional software modules or licenses to expand the functionality are not available.

2. An SDC 8200 conference and interpretation system consisting of one or several interconnected SDC 8200 CU central units and up to 1024 conference consoles is fully configurable. The interpretation capacity of the SDC 8200 CU central unit is 28 languages.
   For PC controlling this system, you require the modular SCD 8200 SYS software package which can be expanded with different SDC 8200 S software modules (see ''Accessories'' on page 111).

Please note that the SDC 8200 SYS software cannot be used with the SDC 8200 CU-M central unit, and that the SCD 8200 SYS-M software cannot be used with the SDC 8200 CU central unit.

For information on the two central units, see ''Features of the central units'' on page 118 of the SDC 8200 system manual.

The SDC 8200 SYS-M software

The SDC 8200 SYS-M software only works with the SDC 8200 CU-M central unit.

This SDC 8200 SYS-M software does not have all the functions descibed in this manual but is otherwise identical to the SDC 8200 SYS software, which is described in the following chapter.

The SDC 8200 SYS-M has the following restrictions:

• The synoptic view can only comprise a maximum of 50 initialized conference console icons.

• The voting mode ''1 of 5'' is not available. You can only use the voting mode ''1 of 3''.

• The following chip card functions cannot be used:
  • Data from the delegate database cannot be written to the chip cards.
  • Chip cards cannot be read.
  • You cannot limit voting to owners of a chip card.

• The interpretation system can manage up to four languages.

• The interpretation system can only be configured for two interpreters per interpreter booth.

• For network operation, you can configure one master, one slave and one video PC.

The SDC 8200 SYS software

The SDC 8200 SYS software only works with the SDC 8200 CU central unit. The software consists of two programs:

- ''Confsys'' for controlling the conference system and
- ''IntSys'' for controlling the interpretation system.

The ''Confsys'' program consists of up to four different software modules (S-MM, S-DM, S-VM, S-VD) which work closely together; the ''IntSys'' program consists of one single software module (S-IM).

Each module provides a number of interrelated functions and adds buttons, menus and windows to the program. You need a separate license for each software module. This means that, if you do not need some of the modules and have not licensed them, a number of the buttons, menus etc. described in this manual will be missing from your software.

Program	S-CM \ Confsys				S-IM \ IntSys
	for controlling the conference system				for controlling the interpretation system
Software module	S-MM	S-DM	S-VM	S-VD	S-IM

Overview of the five software modules

The S-MM (Microphone Management) software module

The S-MM software module is the basic software you require in order to configure, monitor and control the conference system from your PC. With the S-MM software module, you can:

- create a synoptic view of the conference room,
- assign a real microphone to each conference console icon in the synoptic view,
- activate and decative the microphones by a mouse click,
- monitor the status of the consoles (request to speak, faulty connection, active microphone),
- configure all parameters of the conference system.

The S-DM (Delegate Management) software module

The S-DM software module allows you to manage the delegate data and display the names of the delegates during the conference. You can activate or deactivate the microphone of a certain delegate by clicking his name with the mouse.

For this, you also need the S-MM software module.

The S-VM (Voting Management) software module

The S-VM software module allows you to take votes and program and read the chip cards.

For this, you also need the S-MM software module.

The S-VD (Voting Display) software module

The S-VD software module allows you to display voting results as bar or pie diagrams, for example using a projector or several large screens in the conference room.

For this, you also need the S-MM and S-VM software modules.

The IM (Interpreter Management) software module

The IM software module is the software you require in order to configure, monitor and control the interpretation system from your PC. With the IM software module, you can:

• configure all parameters of the interpretation system,

• operate the interpretation system and monitor the status of the interpreter consoles,

• send short text messages to the interpreters.

The licenses

When purchasing the software, you also purchase licenses for one or several software modules. All licensed software modules are activated automatically when you install the software.

You can upgrade your license(s) at any time to include additional software modules (see ''Upgrading the software license'' on page 108).

> **Note:**
>
> If you license additional software modules, the corresponding menus and buttons appear automatically. Please note that the menus and buttons of all software modules are shown in this manual – including those for which you have possibly no license.

The dongle

When purchasing the software, you also receive a dongle (hardware license key). This dongle releases all licensed software modules for use on all PCs in your network and must therefore be inserted into a free USB port (or parallel port) of the master PC.
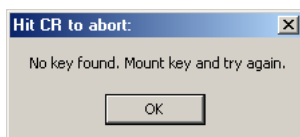
If the dongle is not inserted at startup, the ''Hit CR to abort:'' dialog box opens (see ''Starting the ''Confsys''program for the first time'' on page 18).
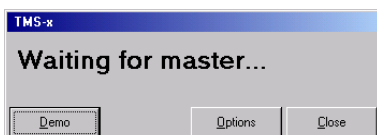
If the dongle is inserted but cannot be detected due to the program configuration, the ''Waiting for master...'' dialog box opens (see ''Setting the correct starting options'' on page 19).

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The two passwords

There are two passwords which limit the access to the software and the configurations. Password 1 is required for changing the configuration. Password 2 is required for initializating the conference consoles.

Password 1   On delivery of the software, password 1 is: "123".

Password 2   Password 2 is: "456".

Note:

In order to ensure that only authorized persons can access the settings of your conference and interpretation system, these passwords must be changed as soon as possible (see "Changing the passwords of the "Confsys" program" on page 21)!

System requirements

Hardware required

Processor:	Intel Pentium 4 or AMD Athlon XP, 2 GHz or more
RAM:	256 MB min. (512 MB recommended)
Hard disk:	min. 30 MB free hard disk memory
Drives:	CD ROM or DVD ROM drive
	drive for data backup (e.g. floppy disk drive, CD recorder or ZIP drive)
Interfaces:	at least one free RS 232 interface (see note below)
Sound card:	quality stereo sound card
Screen resolution:	exactly 1024×768 pixels (see note below)
Network:	optional 10/100/1000 Base Ethernet

Note on the RS 232 interfaces:

You only require one free RS 232 interface per PC if:

- you only control conference consoles via the software and not interpreter consoles (you have not licensed the S-IM software module),
- you use two different PCs to control the conference and interpretation system (each PC has an RS 232 interface of its own),
- you use only one PC to control both the conference system and the interpretation system and have to change the interface via which the PC is connected to the central unit (the COM 3 interface of the central unit to control the conference system and the COM 1 interface to control the interpretation system).

You require two free RS 232 interfaces if:

- you want to use only one PC to control both the conference system and the interpretation system without having to constantly change the interface via which the PC is connected to the central unit.

Note on the screen resolution:

We recommend setting your screen resolution to exactly 1024×768 pixels!

The operating system required

The SDC 8200 software requires Windows 2000 or Windows XP.

Note:

Both programs ("Confsys" to control the conference system and "IntSys" to control the interpretation system) require one free COM port each (RS 232 interface)! The SDC 8200 software therefore does not function on PCs which do not have at least one free COM port not assigned to another software – e.g. Hotsync (software for data transfer between a PC and a Palm PDA)!

The network

You can install the software on up to eight PCs in a network. One of these PCs must be configured as the "master" (see "Configuring the PC in a network" on page 44). The master PC gives you access to all functions of the conference and interpretation system. The dongle must be inserted into a free USB port of the master PC.

Up to two PCs can be configured as "slaves" (see "Configuring the PC in a network" on page 44). A slave PC also gives you access to all functions. The slave PCs do not require a dongle.

Up to five PCs can be configured as "video PCs" (see "Configuring the PC in a network" on page 44). A video PC does not give you access to the functions of the conference and interpretation system. Projectors or monitors connected to the video PCs are only for displaying data to the delegates or guests. The video PCs do not require a dongle either.
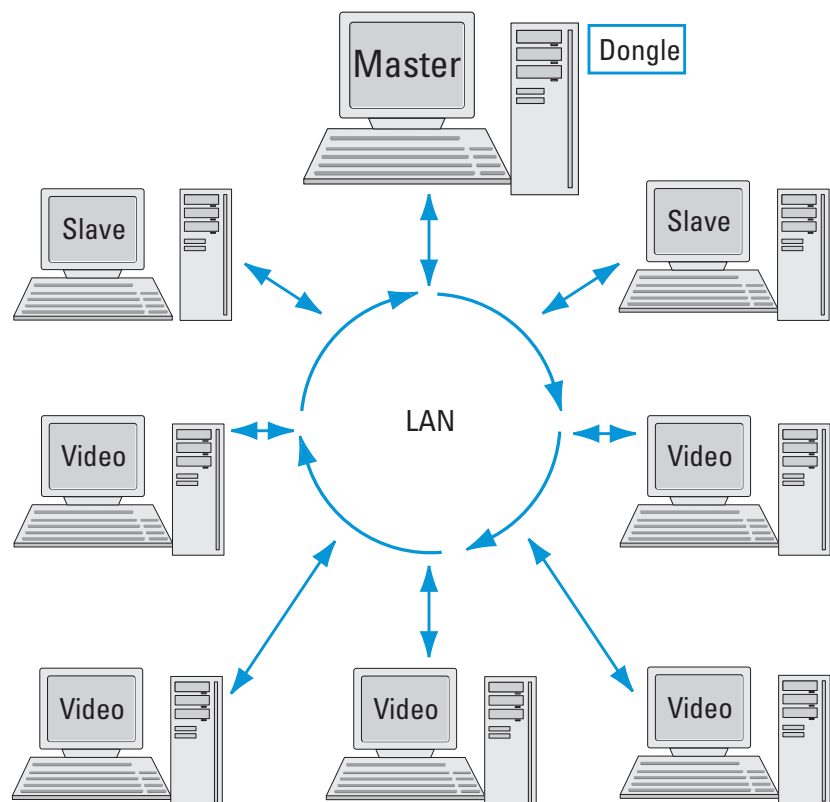
Preparing the conference system for use

Connecting the PC to the central unit

Please note that the program for controlling the conference system and the program for controlling the interpretation system require a separate RS 232 interface each.

The conference and interpretation system can be controlled using either two PCs with one free RS 232 interface respectively or using one PC with two free RS 232 interfaces.

You can connect additional Slave and Video PCs via a local area network (LAN).

You must install the software on all the PCs.

To connect PCs to the central unit:

▶ Make sure that the required serial interfaces are available and free. The required interfaces must appear in the Windows Device Manager under "Ports (COM & LPT)". These interfaces must not be used by any other software.

▶ Use one zero modem cable to connect the serial interface of the PC via which the conference system is to be controlled to the COM 3 interface ❷ of the central unit.

▶ Use the second zero modem cable to connect the serial interface of the PC via which the interpretation system is to be controlled to the COM 1 interface ❶ of the central unit.
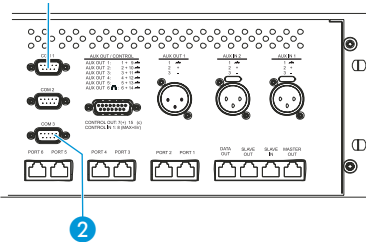
Caution!

After you have connected the PC to the central unit, your conference and interpretation system can be controlled via both the PC and the central unit!
In order to avoid inconsistencies, please make sure that no parameters are changed on the central unit!

Installing the software

To install the software on your PC or on different PCs in your network, proceed as follows:

Attention! To avoid data loss, faulty installations and damage to the dongle:

▶ **Before** installing the software, make a backup of all your hard disk data!

▶ Remove all dongles from the PC, including those required for other programs!

▶ Before installing a newer version of the software, first de-install the older version as described on page 15!

▶ Make sure that your Windows user account has administrator privileges.

▶ Insert the software CD into the CD ROM drive of your PC and click the ''setup.exe'' icon.
The Wizard starts and guides you through the installation process.

▶ Follow the instructions of the wizard and enter the installation path for the programs. The rest of the installation is done automatically.

▶ After you have entered all information requested and started the installation by clicking ''Finish'', the desired software is installed on the PC.
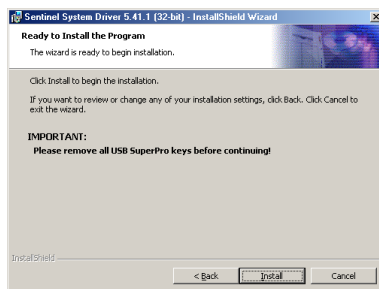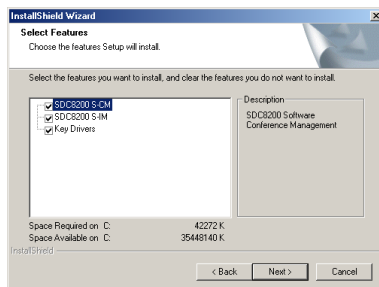
▶ When the software is installed, the dongle driver (Rainbow Technologies Sentinel System Driver) is installed automatically. For this, however, it is vital that no dongle is connected to the PC!

Note:

During the installation of the dongle driver, you can select either ''Complete'' (all components including the help file) or ''Custom'' (optionally without help file). We recommend selecting ''Complete''.

After the installation is successfully completed, the newly installed ''SDC 8200'' program group appears under ''Start/Programs''. In the ''S_CM'' subgroup, you will find the ''Confsys'' program for controlling the conference system (see ''Preparing the conference system for use'' on page 15); in the ''S_IM'' subgroup, you will find the ''IntSys'' program for controlling the interpretation system (see ''Configuring the interpretation system'' on page 91). In addition, you will find the ''Field Exchange Utility'' utility program for upgrading your license (see ''Upgrading the software license'' on page 108).

Removing the software

To remove the software from the hard disk of a PC:

▶ In the "Control Panel" window, click the "Add/Remove Programs" icon.
The "Add/Remove Programs" dialog box opens.

▶ On the left-hand side of the dialog box, click "Change or Remove Programs".

▶ Select "SDC8200" in the list and click the "Change/Remove" button.
A warning appears. Confirm the warning with "Yes". The software is removed from the PC.

▶ Select "Sentinel System Driver" in the list and click the "Change/Remove" button.
A warning appears. Confirm the warning with "Yes". The dongle driver is removed from the PC.

Starting the "Confsys"program for the first time

When you start the "Confsys" program for the first time, the necessary options for your PC or your network are not yet set.

▶ Make sure that your Windows user account has administrator privileges.

If the dongle is not inserted at startup or if it is removed during operation, the "Hit CR to abort:" dialog box opens.

▶ In the "Hit CR to abort:" dialog box, click "OK".
The "Waiting for master..." dialog box opens.

Note:

If the PC is configured as a video PC or slave PC and does not detect the dongle at startup (because the master PC is turned off or the dongle is not inserted into a free USB port of the master PC), the "Waiting for master..." dialog box also opens.
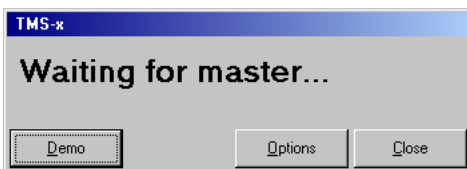
The "Waiting for master..." dialog box offers you the following options:

1. You can close the "Waiting for master..." dialog box, insert the dongle and restart the program (see "Connecting the dongle" on page 18).

2. You can click the "Options" button (password required!) and configure the PC as a video PC or slave PC (see "Setting the correct starting options" on page 19). To do so, you have to enter the TCP/IP address of the master PC.
You then have to restart the program. The program searches for the master PC with the inserted dongle. If the dongle is inserted into a free USB port of the master PC and the master PC is turned on and the program is running on the master PC, the program starts with the selected configuration (video PC or slave PC).

3. You can start the program in demo mode (see "Starting the program in demo mode" on page 20).

Connecting the dongle

To close the "Waiting for master..." dialog box:

▶ Click the "Close" button.
The "Waiting for master..." dialog box closes.

▶ Insert the dongle into a free USB port of the master PC.

▶ Restart the program.

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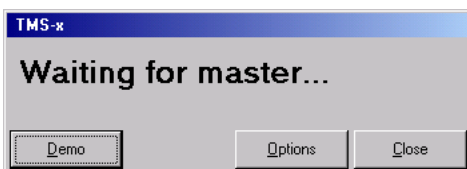
Setting the correct starting options
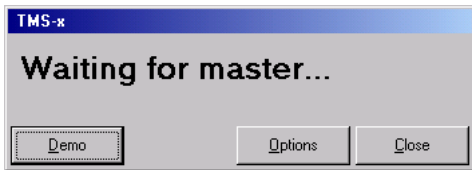
When you start the program for the first time, the ''Waiting for master...'' dialog box appears and you have to decide whether the PC is to be configured as a master PC, slave PC or video PC.

To do so, proceed as follows:

▶ Make sure that all PCs on which you have installed the software are turned on and that the dongle is inserted into a free USB port of the master PC.

▶ Make sure that ''Full Control'' is enabled for the installation folder (e.g. `C:\Programs\SDC8200`) of the master PC

▶ In the ''Waiting for master...'' dialog box, click the ''Options'' button. The ''Options'' window opens.

▶ On the ''Confsys'' tab, configure the PC as a master PC, slave PC or video PC as required (see ''Configuring the PC in a network'' on page 44). On the master PC and on all other PCs in the network, enter the correct IP addresses of all PCs involved in the control of your conference and interpretation system.

▶ If you only use one PC to control the conference and interpretation system, configure this one as the master PC. In this case, you do not require any IP addresses.

▶ On the ''CU'' tab, set the correct COM port (see ''Configuring the COM port'' on page 49).

▶ In the ''Options'' window, click the ''Save and Exit'' button. The ''Options'' window closes.

▶ In the ''Waiting for master...'' dialog box, click the close ''Close'' button. The dialog box closes.

▶ Restart the program. If you want to configure additional slave or video PCs, proceed in the same way.

If the ''Waiting for master...'' dialog box appears when the program is started for the second time (or later), this means that no connection can be established with the master PC because:

• the master PC is not turned on or

• the ''Confsys'' program is not running on the master PC or

• ''Full Control'' is not enabled for the installation folder (e.g. `C:\Programs\SDC8200`) of the master PC or

• the wrong IP address for the master PC was specified on the video or slave PC or

• the wrong IP address for the video or slave PC was specified on the master PC.

See also ''If problems occur...'' on page 110.

Starting the program in demo mode

To start the Confsys program without a dongle:

▶ In the "Waiting for master…" dialog box, click the "Demo" button. The program starts in demo mode.

Note:

Demo mode is started automatically when the dongle is removed during operation.

In demo mode, your conference system is restricted to five delegates and your interpretation system is restricted to two languages with only one interpreter per language, this means in detail:

- You can configure conferences with more than five conference consoles, but only the first five conference consoles are stored.
- You can open conference configurations with more than five conference consoles, but only the first five conference consoles are displayed.
- During a conference, only the first five conference consoles are displayed.
- You can only configure two interpreter booths with one interpreter console each.
- You can open interpretation configurations with more than two interpreter booths and more than one interpreter console per booth, but only the first two booths with their respective first interpreter console are displayed.
- When transmitting the interpretation configuration to the central unit, only the first two interpreter booths with their respective first interpreter console are taken into account.
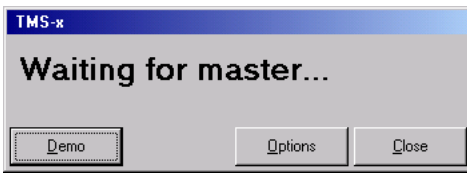
Adjusting important basic settings

Changing the passwords of the "Confsys" program

To change the passwords:
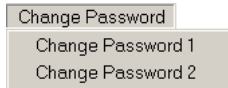
► From the "Change Password" menu, choose "Change Password 1" to change the password 1 or choose "Change Password 2" to change the password 2.
The "Change Password" dialog box opens.
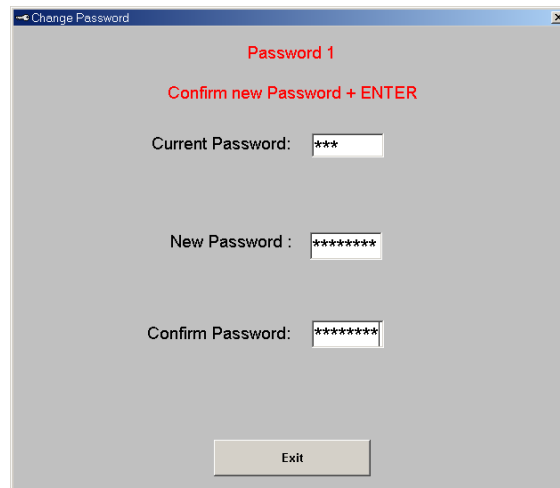
► In the "Current Password" box, enter the current password (see "The two passwords" on page 12) and press the "Enter" key.
The "New Password" box appears.

► In the "New Password" box, enter the new password (eight characters max.) and press the "Enter" key.
The "Confirm Password" box appears.

► In the "Confirm Password" box, re-enter the new password and press the "Enter" key.
The "Save" and "Cancel" buttons appear.

► Click the "Save" button to save the new password; click the "Cancel", button to keep the current password.

Changing the menu language of the "Confsys" program

To change the menu language:

► From the "Language" menu, choose the desired language.
The menu language is changed immediately.

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Configuring the conference system

This chapter provides information on how to quickly and easily configure the consoles of your conference system (but not the consoles of the interpretation system) using the software.

For configuring the conference system, you require the S-MM (Microphone Management) software module which is started as follows:

▶ Click "Start" and select "Programs", "SDC 8200" and "S_CM" one after the other. Then click "Confsys".
The "SDC 8200" window opens.

The "SDC 8200" window consists of:

• the menu bar

If you have not licensed all of the software modules, some of the menus will not be available in your software.

• the "Start" button
for starting an already existing conference configuration

• the "Delegates" button
for opening an editing the delegate database,

• the "Agenda" button
for opening and editing the agenda,

• the "Room Configuration" button
for opening and editing the synoptic view

• the status bar

which shows the current date, the current time and the state of the COM connection to the central unit ("Connected" or "Disconnected"). In addition, the number of slave and video PCs connected to the master PC and the communication errors between the SDC 8200 CU central unit and the master PC are displayed.

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Creating a synoptic view of the conference

For monitoring a conference as well as for intervening in a conference at any time, you require a synoptic view of the conference room. In this synoptic view, each conference console is represented by an icon.

This synoptic view can be ''wallpapered'' with a background picture (e.g. a picture of the conference room). If you then position the conference console icons exactly where the delegates are seated, you obtain an intuitively operable conference system.

Creating a synoptic view file

▶ From the ''Configuration'' menu, choose ''Room'' or click the ''Room Configuration'' button in the ''SDC 8200'' window.
The ''Room'' window opens.
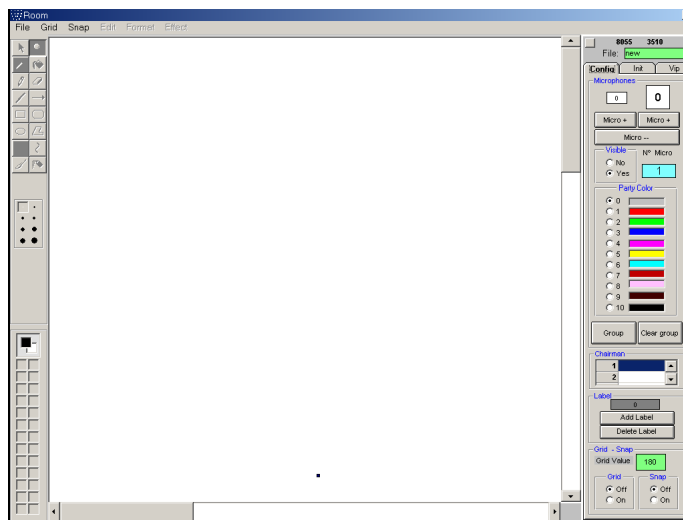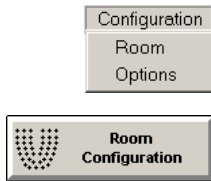
The ''Room'' window consists of:

• the menu bar,

• the ''Config'', ''Init'' and ''Vip'' tabs on the right-hand side of the window
• the canvas for displaying and editing the synoptic view
• the display of the current mouse pointer coordinates on the canvas as well as the green ''File'' box for the file name (above the tabs)

▶ From the ''File'' menu, choose ''New''.
The main window turns white and the ''Config'', ''Init'' and ''Vip'' tabs become active. ''new'' is displayed in the green ''File'' box.
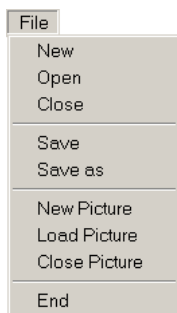
The drawing palette is not active. The drawing palette becomes active when you have added a background picture to the synoptic view (see ''To create a new background picture for a synoptic view:'' on page 24 or ''To open an existing background picture for a synoptic view:'' on page 24).

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You can now

- create a synoptic view (see ''Positioning new conference console icons'' on page 30).
- add a background picture to an existing synopic view. We recommend that you first add the background picture of the conference room and then position the conference console icons.

To save a synoptic view file:

▶ From the ''File'' menu, choose ''Save'' or choose ''Save as'' to save the synoptic view under a new name or in a different folder.

To open a previously created and saved synoptic view file:

▶ From the ''File'' menu, choose ''Open'' and select the desired `*.tec` file. The selected synoptic view appears in the main window and the file name is displayed in the green ''File'' box.

To close a synoptic view file without saving it:

▶ From the ''File'' menu, choose ''Close''. The file is closed.

To create a new background picture for a synoptic view:

```
File
  New
  Open
  Close

  Save
  Save as

  New Picture
  Load Picture
  Close Picture

  End
```

▶ From the ''File'' menu, choose ''New Picure''. An empty background picture opens and you can add the drawing objects to the picture.
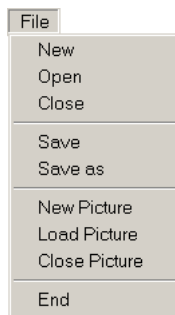
To open an existing background picture for a synoptic view:

▶ From the ''File'' menu, choose ''Load Picture'' and choose the desired backgound picture (format: *.jpg, *.bmp, *.gif or *.fig). The background picture opens and you can add the drawing objects to the picture.

To close the background picture:

▶ From the ''File'' menu, choose ''Close Picture''. The background picture is closed. The added conference console icons and icon labels are retained in the synoptic view.

Editing the background picture

To add drawing objects to the background picture:

▶ Create a new background picture or open an existing background picture.

▶ Use the drawing palette. The drawing palette works like a simple drawing program.

To select an object or area:

▶ In the drawing palette, click the ''Select Area'' icon.

▶ Position the mouse pointer on the starting point of the selection rectangle, then click and hold down the left mouse button.

▶ Drag the mouse pointer to the desired size of the selection rectangle and release the mouse button.
The selected object or area can be moved with the mouse or copied using th''copy'' command.

To enlarge the background picture:

▶ In the drawing palette, click the ''Zoom'' icon.

▶ Click the picture.
The picture is enlarged.

To pick a new foreground color:

▶ In the drawing palette, click the ''Pick color'' icon.

▶ Click the mouse pointer in the desired foreground color.
The color is picked as the new foreground color.

To fill an object/area with color:

▶ In the drawing palette, click the ''Fill'' icon.

▶ Click the object/area you want to fill with the selected foreground color.
The object/area is filled with the selected foreground color.

To draw with the freeform pencil tool:

▶ In the drawing palette, click the ''Pencil'' icon.

▶ Use the mouse pointer to draw as if you were drawing with a pencil on paper.

To erase objects or areas:

▶ In the drawing palette, click the ''Eraser'' icon.

▶ Click and hold down the left mouse button.

▶ Move the mouse pointer over the objects or areas you want to erase.

To draw a straight line:

▶ In the drawing palette, click the ''Line'' icon.

▶ Position the mouse pointer where you want to begin to draw the line, then click and hold down the left mouse button.

▶ Drag the mouse pointer to the desired endpoint of the line and release the mouse button.

To draw an arrow:

▶ In the drawing palette, click the ''Arrow'' icon.
The arrow head appears where you release the mouse button.

▶ Position the mouse pointer where you want to begin to draw an arrow, then click and hold down the left mouse button.

▶ Drag the mouse pointer to the desired endpoint of the arrow and release the mouse button.

To draw a rectangle:

▶ In the drawing palette, click the ''Rectangle'' icon.

▶ Select the desired fill style.

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- Border: foreground color; interior: colorless
- Border: foreground color; interior: background color
- Border: colorless; interior: background color

▶ Position the mouse pointer on the starting point of the rectangle, then click and hold down the left mouse button.
To draw a square, hold down SHIFT key while drawing.

▶ Drag the mouse pointer to the desired size of the rectangle and release the mouse button.

To draw a rounded rectangle:

▶ In the drawing palette, click the ''Rounded Rectangle'' icon.

▶ Select the desired fill style.

- Border: foreground color; interior: colorless
- Border: foreground color; interior: background color
- Border: colorless; interior: background color

▶ Position the mouse pointer on the starting point of the rounded rectangle, then click and hold down the left mouse button.
To draw a rounded square, hold down SHIFT key while drawing.

▶ Drag the mouse pointer to the desired size of the rounded rectangle and release the mouse button.

To draw an ellipse or a circle:

▶ In the drawing palette, click the ''Ellipse'' icon.

▶ Select the desired fill style.

- Border: foreground color; interior: colorless
- Border: foreground color; interior: background color
- Border: colorless; interior: background color

▶ Position the mouse pointer on the starting point of the ellipse, then click and hold down the left mouse button.
To draw a cicle, hold down SHIFT key while drawing.

▶ Drag the mouse pointer to the desired size of the ellipse and release the mouse button.

To draw a polygon:

▶ In the drawing palette, click the ''Polygon'' icon.

▶ Select the desired fill style.

- Border: foreground color; interior: colorless
- Border: foreground color; interior: background color
- Border: colorless; interior: background color

▶ Position the mouse pointer on the starting point of the polygon, then click and hold down the left mouse button.

▶ Click the next points of the polygon and double-click to close the polygon.

To enter text:

▶ In the drawing palette, click the ''Text'' icon.

▶ Select the desired font for the text.

▶ Click the desired starting point of the text.
You can only enter one line of text.

To draw a curve:

▶ In the drawing palette, click the "Curve" icon.

▶ Click the canvas.
A curve is drawn.

▶ Move the starting and endpoint of the curve.

▶ Move the little squares.
The slope of the curve is changed.

To paint with the brush:

▶ In the drawing palette, click the "Brush" icon.

▶ Select the desired brush stroke width.

▶ Select the desired brush tip shape.

▶ Position the mouse pointer on the canvas, then click and hold down the left mouse button.

▶ Drag the mouse pointer to paint with the brush and release the mouse button.

To paint with the airbrush:

▶ In the drawing palette, click the "Airbrush" icon.

▶ Position the mouse pointer on the canvas, then click and hold down the left mouse button.

▶ Drag the mouse pointer to paint with the airbrush and release the mouse button.

To select the stroke width:
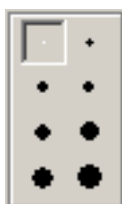
▶ In the "Stroke width" palette, click the desired stroke width.

Note:

The "Stroke width" palette only appears after you have click a certain icon (e.g. "Select Area" or "Zoom") on the drawing palette.

To assign colors:

The two uppermost color boxes on the color palette display the foreground and the background color.

To change the foreground color:

▶ If the foreground color box is selected, select a new foreground color from the color palette.
The foreground color is changed.

Or:

▶ In the color palette, double-click the foreground color box (shown in black in the example screenshot).
The "Color" window opens.

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▶ In the ''Color'' window, click the desired color or define your own color. The foreground color is changed.

To change the background color:

▶ In the color palette, double-click the background color box (shown in white in the example screenshot). The ''Color'' window opens.

▶ In the ''Color'' window, click the desired color or define your own color. The background color is changed.
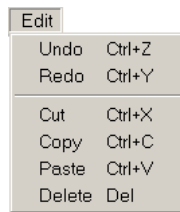
To undo the last drawing operation:

▶ From the ''Edit'' menu, choose ''Undo'' or press the key combination Ctrl + Z . The last drawing operation is undone.
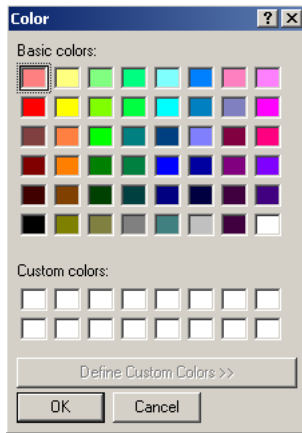
To redo the last undone drawing operation:

▶ From the ''Edit'' menu, choose ''Redo'' or press the key combination Ctrl + Y. The last undone drawing operation is redone.

To cut a selected area:

▶ From the ''Edit'' menu, choose ''Cut'' or press the key combination Ctrl + X. The selected area is cut and saved on the clipboard.

To copy the selected area to the clipboard:

▶ From the ''Edit'' menu, choose ''Copy'' or press the key combination Ctrl + C. The selected area is copied to the clipboard.

To paste the cut or copied area from the clipboard onto the canvas:

▶ From the ''Edit'' menu, choose ''Paste'' or press the key combination Ctrl + ''V''. The cut or copied area is pasted to the upper left corner of the canvas.

To delete the selected area:

▶ From the ''Edit'' menu, choose ''Delete'' or press the ''Del'' key. The selected area is deleted.

To set the border style for a drawing object:

▶ From the ''Format'' menu, choose ''Border Style''. Set the border style of a drawing object.
- Solid: solid line
- Dash: dashed line
- Dot: dotted line
- DashDot: dashdot line
- DashDotDot: dashdotdot line
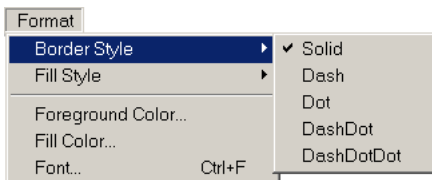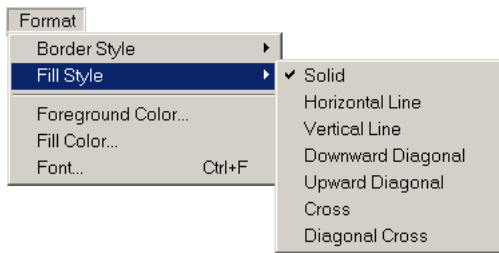
To set the fill style for a drawing object:

▶ From the "Format" menu, choose "Fill Style".
Set the fill style of a drawing object.
- Solid: solid fill
- Horizontal Line: horizontal lines
- Vertical Line: vertical lines
- Downward Diagonal: downward diagonal lines
- Upward Diagonal: upward diagonal lines
- Cross: horizontal and vertical cross lines
- Diagonal Cross: diagonally crossed lines

To set a foreground color for drawing objects:
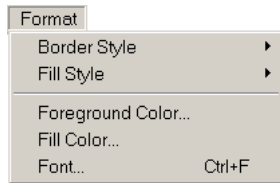
▶ From the "Format" menu, choose "Foreground Color".
The color palette opens.

▶ Set the foreground color for drawing objects by clicking the desired color on the color palette or define your own color.

To set a fill color for drawing objects:

▶ From the "Format" menu, choose "Fill Color".
The color palette opens.

▶ Set the fill color for drawing objects by clicking the desired color on the color palette or define your own color.

To select the font type for a text object:
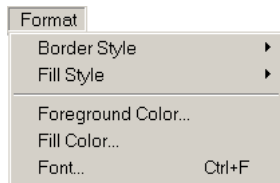
▶ From the "Format" menu, choose "Font".
A window for selecting the font type appears.

To resize the background picture:
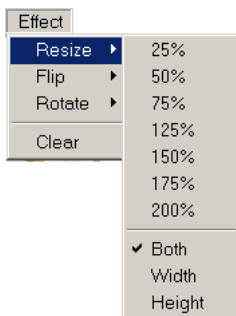
▶ From the "Effect" menu, choose "Resize".

▶ Select the scaling type.
- Both: the aspect ratio is kept constant
- Width: scales the width of the picture
- Height: scales the height of the picture

▶ Select the desired scaling factor (in percent).
The background picture is resized and the drawing object are either streched or compressed.

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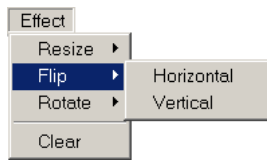
To flip the background picture:

▶ From the "Effect" menu, choose "Flip".

▶ Select the desired flipping axis.
  • Horizontal: flips the picture horizontally, along the vertical axis
  • Vertical: flips the picture vertically, along the horizontal axis
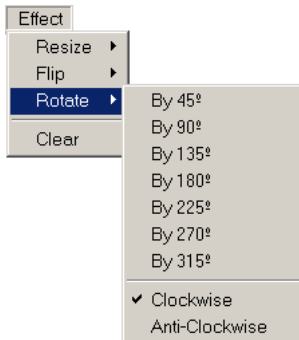
To rotate the background picture:

▶ From the "Effect" menu, choose "Rotate".

▶ Select the rotating direction.
  • Clockwise: rotates the picture clockwise
  • Anti-Clockwise: rotates the picture anti-clockwise

▶ Select the desired rotation angle.
The background picture is rotated by the selected angle.
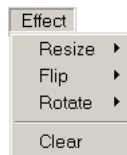
To delete the background picture and the drawing objects:

▶ From the "Effect" menu, choose "Clear".
The background picture and the drawing objects are deleted.
The synoptic view remains unchanged.

Positioning new conference console icons

To add a conference console icon:

▶ In the "Party Color" box on the "Config" tab, click the color for the conference console icon.
You can change this color at any time by clicking the conference console icon and then clicking another color in the "Party Color" box.

▶ Click one of the two "Micro +" buttons.

Clicking the left "Micro +" button adds a small icon, clicking the right "Micro +" button adds a large icon.

The icon appears in the upper left corner of the window. If you click one of the two "Micro +" buttons several times in succession, the icons appear side-by-side in the upper left corner of the window.

The conference console icons are automatically assigned a provisional microphone number which is displayed both on the icon and in the "N° Micro" field. The icon with the provisional microphone number "1" is configured as the chairman unit. You can, however, configure any other conference console as the chairman unit at any time, i.e. before (see "Defining the console icon for the chairman unit" on page 33) or during a conference (see "Configuring the chairman unit during a conference" on page 73).

Or:

▶ Drag the conference console icon, e.g. 0 , from the "Config" tab to the desired location.
The provisional microphone number is assigned.

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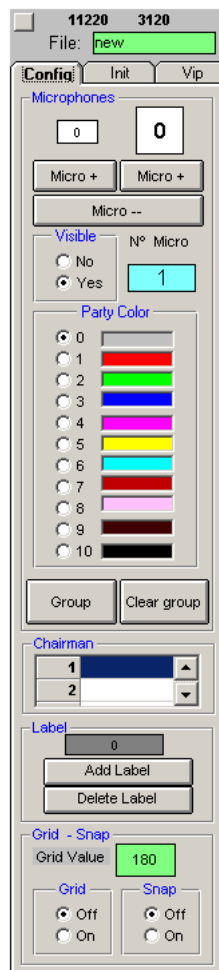
To move conference console icons to a new location:

▶ Click the icon to be moved and hold down the left mouse button. While you are still holding down the mouse button, move the icon to the desired location.

To exactly align conference console icons with the grid:
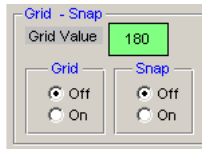
▶ In the "Grid" box on the "Config" tab, click the "On" option button or choose "Grid on" from the "Grid" menu.
The grid is displayed.

▶ Click the green "Grid Value" field, enter the desired distance between the grid lines and press the "Enter" key.
The distance between the grid lines is changed.

The distance between the grid lines should be large enough to allow a console icon to fit comfortably between them ("Grid Value" approx. "750" to "1750").

▶ In the "Snap" box on the "Config" tab, click the "On" option button or choose "Snap On" from the "Snap" menu.

▶ Move an icon close to a grid line intersection. When releasing the mouse button, the icon will automatically snap to the grid line intersection.

The icons are also aligned with the grid when the grid itself is hidden but the "Snap" option is activated.

To delete a conference console icon:

▶ Click the "Micro --" button.
The last icon added is deleted.

If you click the "Micro --" button several times in succession, the last icons added are deleted one after the other.

To enlarge/reduce the size of a conference console icon:

▶ Press the "Ctrl" key and keep it pressed.

▶ Click the conference console icon (several times).
The size of the conference console icon is changed. Each click changes the size from small via medium to large.

Editing all conference console icons simultaneously

You can edit all conference console icons simultaneously, e.g. you can

• move them to a new location,
• enlarge/reduce their size,
• change the spacing between them or,
• flip them horizontally or vertically.

To simultaneously edit all conference console icons:

▶ Click the empty square button at the left above the "Config" tab.

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The dialog box shown on the left opens.

To move all conference console icons to a new location:

▶ In the "X (Hor)" field, enter the number of pixels by which all conference console icons are to be moved horizontally. Negative values will move the icons to the left, positive values will move all icons to the right.

▶ In the "Y (Vert)" field, enter the number of pixels by which all conference console icons are to be moved vertically.

▶ Click the "Apply" button next to the "X (Hor)" and "Y (Vert)" fields. All icons are moved by the number of pixels entered.

To change the size of all conference console icons:

▶ In the "Microphone size" box, click the "Normal", "Big" or "Extra big" option button.

▶ Click the "Apply" button next to the "Normal", "Big" and "Extra big" options buttons. The size of all icons is changed. Please note, however, that the spacing between the icons is NOT changed.

To move all conference console icons by flipping them horizontally or vertically:

▶ In the "X-ax (Hor)" field, enter the position of the horizontal axis along which the icons are to be flipped. At a value of 8200, the axis runs horizontally through the center of the image.

▶ Click the "Apply" button next to the "X-ax (Hor)" field. All icons are flipped along the selected axis.

▶ In the "Y-ax (Vert)" field, enter the position of the vertical axis along which the icons are to be flipped. At a value of 8200, the axis runs vertically through the center of the image.

▶ Click the "Apply" button next to the "Y-ax (Vert)" field. All icons are flipped along the selected axis.

To change the spacing between the conference console icons:

▶ In the "Scale %" field, enter the value for the desired distance between the icons. Values above 100% will increase the distance, values below 100% will reduce the distance.

▶ Click the "Apply" button next to the "Scale %" field. The distance between the icons is changed.

To exit the dialog box without editing the conference console icons:

▶ Click "Cancel". The dialog box closes.

Hiding conference console icons

If a certain conference console is not being used during a conference, you can hide the corresponding icon as follows:

▶ Click the icon to be hidden.

► In the "Visible" box on the "Config" tab, click the "No" option button.
The icon turns orange (exception: the icon of the chairman unit is always pink). When you start the conference, this icon is invisible.

To make a hidden icon visible again:

► In the "Visible" box on the "Config" tab, click the "Yes" option button.
The original color of the icon is restored. When you start the conference, this icon is visible again.

Creating an icon label

To add a short label to the conference console icon:

► In the "Label" box on the "Config" tab, click the "Add Label" button .

The label appears in the upper left corner of the window. If you click the "Add Label" button several times in succession, the labels appear one above the other and you can only edit the uppermost label.

Or:

► Drag the icon label ▭ 0 ▭ from the "Config" tab to the desired location.

► Enter the desired text.
You can enter a maximum of nine characters.

You can automatically add the icon labels (see "Labelling conference console icons automatically" on page 46). For this, you must have a delegate list (see "Entering delegate data" on page 51).

To move and align an icon label:

► Proceed as described for the console icons.

To delete an icon label:

► Click the "Delete Label" button.
The last icon label added is deleted.

If you click the "Delete Label" button several times in succession, the last icon labels added are deleted one after the other.

Defining the console icon for the chairman unit

Chairman units provide you with certain rights and privileges:

• If the chairman presses the microphone key ⟨⟨⟩ ⑮, he can take the floor immediately without first having to make a request to speak.

• If the chairman presses the priority key ⚓ ⑪, all active conference consoles – except for the VIP units – are turned off.

• If the chairman presses the NEXT key ↪⚫ ⑰, he assigns the "speaking right" to the next participant who has made a request to speak (only in "With Request" or "With Req. No Clear" mode).

To define a certain console icon as the icon for the chairman unit:
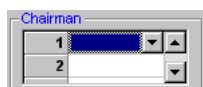
► In the "Chairman" box on the "Config" tab, click one of the rows in the table of chairman units.
The button for opening the drop down list appears.

▶ Click the drop down list and select the provisional microphone number of the chairman unit. You can configure as many chairman units as you want.
The console icon with the corresponding number turns pink. When you start the conference, this conference console is configured as the chairman unit.

You can change this configuration at any time during the conference (see "Configuring the chairman unit during a conference" on page 73).

Note:

Make sure that only conference consoles which feature a priority key ☒ ⑪ (SDC 8200 C, SDC 8200 CC or SDC 8200 CV) are configured as a chairman unit!

Defining groups

The software for the SDC 8200 conference system allows you to combine certain conference consoles in groups. There are two types of groups:

- Audio groups allow you to preselect different audio settings for different participant groups. You can, for example, set the volume of the built-in loudspeakers of all conference consoles assigned to a certain group higher or lower than the volume of the built-in loudspeakers of the other conference consoles.

- Voting groups allow you to restrict the participation in votes to certain participant groups.

Notes!

You can define a maximum of 20 groups. One group can comprise a minimum of one and a maximum of all conference consoles. Delegate units, VIP units and chairman units can be arbitrarily mixed in one group.
Each conference console can only be assigned to a single audio group and a single voting group at a time, i.e. one conference console cannot be assigned simultaneously to several audio groups or voting groups.

To define an audio group:

▶ Press the "Ctrl" key and keep it pressed.

▶ Right-click the first conference console which is to be added to the audio group.
The dialog box for editing groups opens.

▶ From the "Audio Group" drop down list, choose the number to be assigned to the audio group. This number must be higher than "01"!

▶ In the "Description" field, enter an unambiguous description of the audio group.

▶ Click the "Change" button next to the "Description" field and choose a group color for the audio group from the color palette.

▶ Click "OK".
An audio group with the selected number and description is created and the conference console is added to the newly created audio group. In addition, a standard audio group "01" is created automatically. All conference console which are not added to an audio group with a number higher than "01" are automatically added to the standard audio group "01".

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To define a voting group:

▶ Press the ''Ctrl'' key and keep it pressed.

▶ Right-click the first conference console which is to be added to the voting group.
The dialog box for editing groups opens.

▶ From the ''Vote Group'' drop down list, choose the number to be assigned to the voting group. This number must be higher than ''01''!

▶ In the ''Description'' field, enter an unambiguous description of the voting group.

▶ Click the ''Change'' button next to the ''Description'' field and choose a group color for the voting group from the color palette.

▶ Click ''OK''.
A voting group with the selected number and description is created and the conference console is added to the newly created voting group.
In addition, a standard voting group ''01'' is created automatically. All conference console which are not added to a voting group with a number higher than ''01'' are automatically added to the standard voting group ''01''.

Adding a conference console to a group

To add a conference console to an existing group:

▶ Press the ''Ctrl'' key and keep it pressed.

▶ Right-click the conference console which is to be added to a group.
The dialog box for editing groups opens.

▶ From the ''Audio Group'' drop down list, choose the number of the audio group to which the conference console is to be added and/or from the ''Vote Group'' drop down list, choose the number of the voting group to which the conference console is to be added.
The description of the selected group and the group color are displayed. (You can edit the description and the group color as described under ''Defining groups'' on page 34.)

▶ Click ''OK''.
The conference console is added to the group.

Removing a conference console from a group

To remove a conference console from an exisitng group:

▶ Press the ''Ctrl'' key and keep it pressed.

▶ Right-click the conference console which is to be removed from a group.
The dialog box for editing groups opens. The number, the description and the group color of the assigned audio group and voting group are displayed. (You can edit the description and the group color as described under ''Defining groups'' on page 34.)

▶ To remove a conference console from an audio group, choose the number ''01'' from the ''Audio Group'' drop down list; to remove a conference console from a voting group, choose the ''01'' from the ''Vote Group'' drop down list.

▶ Click ''OK''.
The conference console is removed from the group.

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Displaying the overview of groups

To display to assignment of a conference console to an audio group or a voting group:
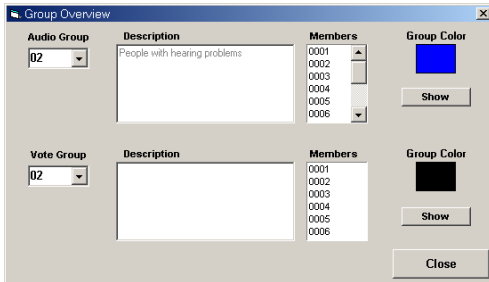
▶ On the "Config" tab, click the "Group" button.
The "Group Overview" dialog box opens.

▶ From one of the two drop down lists "Audio Group" or "Vote Group", choose the number of the group to be displayed.
The description of the selected group and the group color are displayed. (You cannot edit the description and the group color in this dialog box.) In addition, the provisional microphone numbers of all conference consoles assigned to the selected group are displayed in the "Members" list.

▶ Click the "Show" button.
In the "Room" window, all conference consoles assigned to the selected group are highlighted in the group color of the group.

To return to the normal display:

▶ In the "Group Overview" dialog box, click the "Close" button.
All conference consoles are displayed in their original color instead of the group color.

Configuring VIP units

VIP units are delegate units with special "rights" and privileges:

• With a VIP unit, you can take the floor at any time by pressing the microphone key ⏚ ⑮, regardless of the conference mode and without first having to be assigned the "speaking right".

• If the chairman presses the priority key ⏚ ⑪, all active conference consoles – except for the VIP units – are turned off. The chairman cannot withdraw the "speaking right" from you.

To assign the VIP status to a conference console:

▶ Make sure that the "VIP enabled" check box on the "Vip" tab shows a tick.

▶ On the "Vip" tab, click one of the rows in the table of VIP units.
The button for opening the drop down list appears.

▶ Click the drop down list and select the provisional microphone number of the VIP unit. You can configureup to ten VIP units.

During a conference, VIP units are marked with a blue square in the upper left corner of the conference console icon. During a conference, these blue squares can be displayed or hidden by clicking the "VIP: ON" button in the tool palette.

To withdraw the VIP status from a conference console:

▶ On the "Vip" tab, click the row with the VIP unit to be removed in the table of VIP units.
The button for opening the drop down list appears.

▶ Press the DELETE key.
The VIP unit is removed from the table.

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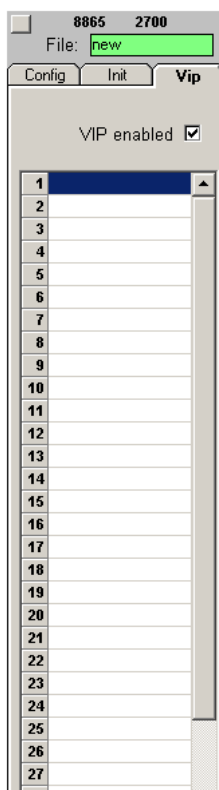
Initializing the conference consoles

After you have created a synoptic view of the conference, you have to assign a real conference console to each console icon of the synoptic view. To do so, you have to either automatically or manually initialize the conference consoles:

- When performing an automatic initialization, the microphone numbers are assigned in an arbitrary order.
- When performing a manual initialization, the microphone numbers are assigned in a certain order. If your synoptic view comprises icon labels showing the names of the delegates, you should perform a manual initalization.

Before starting the initialization:

▶ Make sure that

- an icon is created for each conference console,
- all conference consoles are connected correctly and
- the central unit is turned on.

To initialize the conference consoles:

▶ Click the "Init" tab.
The "Init" tab appears in front of the "Room" window.

To automatically initialize the conference consoles:

▶ On the "Init" tab, click the "Automatic Init" button. In the "Start Initialisation?" dialog box that opens, click "Yes".
All conference consoles are initialized automatically. The icons of correctly initialized conference consoles are displayed in green in the synoptic view. Please note that "invisible" conference console icons are also assigned a microphone number.
All consoles with a display panel display the microphone number which does not correspond to the provisional microphone number displayed on the conference console icon!

▶ When all icons in the synoptic view are displayed in green and "0" appears behind "Unknown" in the green Info box, click the "End Init" button.

▶ Save this configuration by choosing "Save" from the "File" menu.
Your conference system is now ready for operation.

To manually initialize the conference consoles:

▶ On the "Init" tab, click the "Full Init" button. In the "Start Initialisation?" dialog box that opens, click "Yes".
The signal lights rings of all connected conference consoles start flashing.

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▶ One after the other, press the microphone key ((🔊 ⑮ on all conference consoles in exactly the order in which the conference console icons in the synoptic view are numbered!
The signal light ring goes off and the conference console icon is displayed in green. The conference consoles are assigned sequential microphone numbers in exactly the order in which you press the microphone key ((🔊 ⑮.

End Init

▶ When all icons in the synoptic view are displayed in green and ''0'' appears behind ''Unknown'' in the green Info box, click the ''End Init'' button.

▶ Save this configuration by choosing ''Save'' from the ''File'' menu.
Your conference system is now ready for operation.

Changing an assigned microphone number

If some conference consoles were not initialized in the desired order, the synoptic view does not agree with the real configuration. However, you can assign a certain conference console a new microphone number by first deleting the current microphone number and then assigning a new one.

To delete an assigned microphone number:
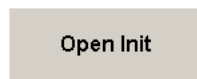
Open Init

▶ On the ''Init'' tab, click the ''Open Init'' button. In the ''Start Initialisation?'' dialog box that opens, click ''Yes''.

Delete - Reserve
⊙ Delete
○ Reserve

▶ In the ''Delete – Reserve'' box, click the ''Delete'' option button.

0000

▶ Click the ''0000'' field and enter the four-digit microphone number you want to delete.

Delete - Reserve

▶ Click the ''Delete – Reserve'' button.
The conference console icon with the previously entered microphone number turns light-blue and the signal light ring of the corresponding conference console starts flashing.
You can assign this conference console a new microphone number by pressing the microphone key ((🔊 ⑮.

End Init

▶ Click the ''End Init'' button.
The conference console with the previously entered microphone number is deinitialized. If this consoles has a display panel, the text ''Init refused'' is displayed. You then cannot use this conference console during the conference.

To assign a different microphone number:
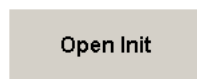
Open Init

▶ On the ''Init'' tab, click the ''Open Init'' button. In the ''Start Initialisation?'' dialog box that opens, click ''Yes''.

Delete - Reserve
○ Delete
⊙ Reserve

▶ In the ''Delete – Reserve'' box, click the ''Reserve'' option button.

0000

▶ Click the ''0000'' field and enter the four-digit microphone number you want to assign.

Delete - Reserve

▶ Click the ''Delete – Reserve'' button.
The conference console icon with the previously entered microphone number turns magenta.

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End Init

▶ Click the ''End Init'' button.
The previously entered microphone number is deleted.

Open Init

▶ On the ''Init'' tab, click the ''Open Init'' button. In the ''Start Initialisation?'' dialog box that opens, click ''Yes''.
The signal light ring of the corresponding conference console starts flashing.
You can now assign this conference console a new microphone number by pressing the microphone key ⸜⸝ ⑮.

End Init

▶ Click the ''End Init'' button.
The new microphone number of the conference console is saved.

Checking an initialization

Get init info

▶ On the ''Init'' tab, click the ''Get Init Info''.
The status of each conference console icon is displayed:

- Green conference console icon:
  The conference console is initialized correctly.

- Light-blue conference console icon:
  The conference console's microphone number is deleted.

- Magenta conference console icon:
  The conference console's microphone number is reserved.

- Gray conference console icon:
  The conference console is not initialized correctly.

- White conference console icon:
  The conference console is initialized correctly and a chip card is inserted.

Selecting the conference options

Many features which determine the character of your conference, e.g. the conference mode, the speaker limit or the maximum speaking time, are configured in the ''Options'' menu.

To get into the ''Options'' menu:

End
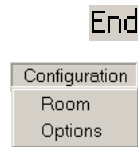
▶ Close the ''Room'' window by clicking ''End'' on the menu bar.

Configuration
Room
Options

▶ From the ''Configuration'' menu, choose ''Options''.
The ''Options'' window opens. This window contains the ''Confsys'' tab, the ''CU'' tab and the ''Maintenance'' tab.
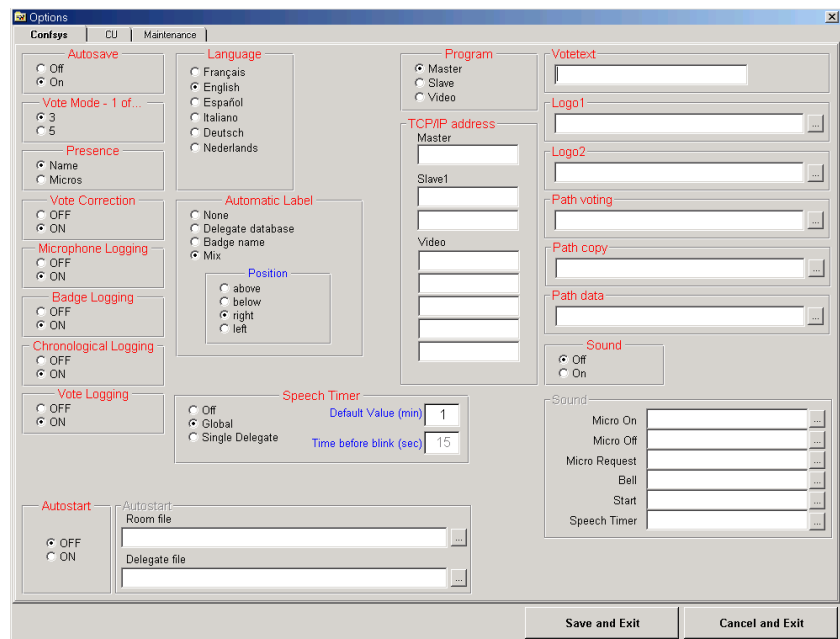
The ''Confsys'' tab

|	
Autosave	• Automatic saving of the configuration when exiting the program (see ''Configuring the saving options'' on page 42)
Vote Mode: 1 of ... **Presence** **Vote Correction** **Logo1** **Logo2**	• Voting options as well as file paths and names of the logos in the voting window (see ''Configuring the menu language of the software'' on page 44)
Microphone Logging **Badge Logging** **Chronological Logging** **Vote Logging** **Votetext**	• Protocol functions (see ''Configuring the log files'' on page 47) • Text that is automatically added to the log databases as a heading
Language	• Menu language of the software (see ''Configuring the menu language of the software'' on page 44)
Automatic Label	• Automatic labelling of the conference conole icons in the synoptic view (see ''Labelling conference console icons automatically'' on page 46)

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Speech Timer
- Automatic limiting of the speaking time (see ''Configuring the speaker limit'' on page 49)

Program
TCP/IP address
- Configuration of the network PCs as master, slave or video PC (see ''Configuring the PC in a network'' on page 44)

Autostart
- Autostart configuration and file paths of the synopic view and the delegate database (see ''Configuring the startup options'' on page 43)

Path voting
Path copy
Path data
- File paths of the log and safety files (see ''Configuring the log files'' on page 47)

Sound
- File paths of the sound files (see ''Configuring acoustic signals'' on page 45)

The ''CU'' tab
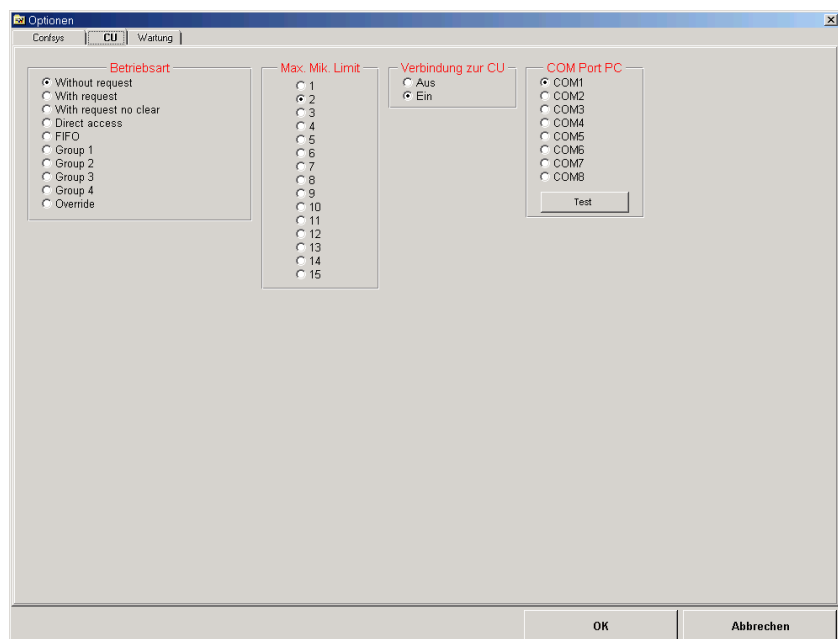
Mode
- Configuration of the conference mode (see ''Configuring the conference mode'' on page 48)

Max. Micro ON
- Max. number of simultaneously active consoles (see ''Configuring the speaker limit'' on page 49)

Connection to CU
- Connection to the central unit (on or off)

COM Port PC
- Configuration and test of the connection between the central unit and the PC (see ''Configuring the COM port'' on page 49)
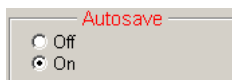
The "Maintenance" tab
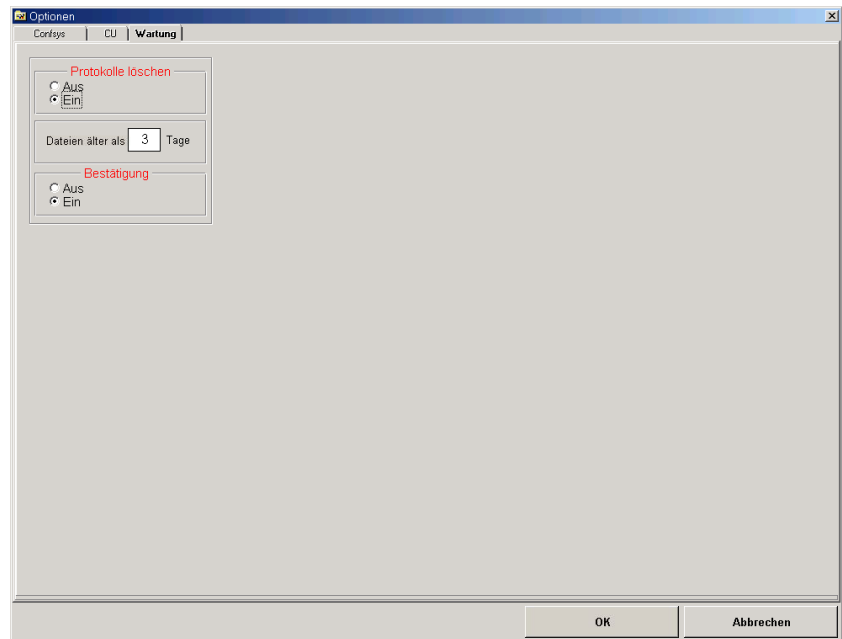
Cleanup log file • Deletion of the log databases (see "Deleting log databases" on page 48)

Configuring the saving options

To set the program behaviour on exit:

▶ In the "Autosave" box on the "Confsys" tab, click the desired option button.

• If you click the "Off" option button, a dialog box asks you to save your changes before you exit the program. You can either save or not save the changes.

• If you click the "On" option button, your changes are saved automatically when you exit the program.

Configuring the voting settings

To preset the voting mode:

▶ In the "Vote mode – 1 of…" box on the "Confsys" tab, click the desired option button.
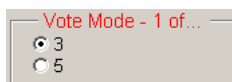
• If you click the "3" option button, voting automatically starts in "1 of 3" mode.

• If you click the "5" option button, voting automatically starts in "1 of 5" mode (only if the SDC 8200 SYS software is being used).

Note:

You can change the selected voting mode at any time (see "Selecting the voting mode" on page 84).

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To allow/prevent changing the vote cast:

▶ In the "Vote Correction" box on the "Confsys" tab, click the desired option button.

- If you click the "OFF" option button, a delegate cannot change the vote cast.
- If you click the "ON" option button, a delegate can change the vote cast until the voting time is over.

To configure the printouts of voting results:

▶ In the "Presences" box on the "Confsys" tab, click the desired option button.

- If you click the "Name" option button:
  In the printout, the voting results are assigned to the names in the delegate database. For this the S-DM software module is required.
- If you click the "Micros" option button:
  In the printout, the voting results are assigned to the microphone numbers.

To add a heading to the printouts and log files of the voting results, the delegate list and the agenda:

▶ In the "Votetext" box on the "Confsys" tab, click the desired option button.
  We recommend entering the title of your conference. Via this title, it will later be possible to clearly assign all printouts to a certain conference.

To add up to two logos to the voting window:

▶ In the "Logo1" or "Logo2" box on the "Confsys" tab, specify the file path and the $*.$bmp file of the logos.
  The logos then appear one above the another on the top right of the voting window (see "Loading the agenda file" on page 81).

Configuring the startup options

To set the program behaviour on startup:

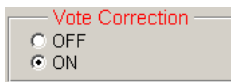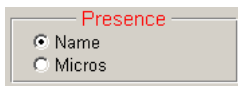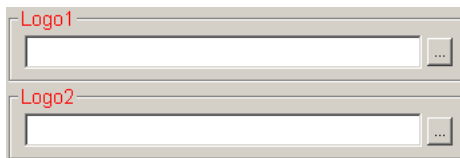▶ In the "Autostart" box on the "Confsys" tab, click the desired option button and specify the desired files under "Room file" and "Delegate file".
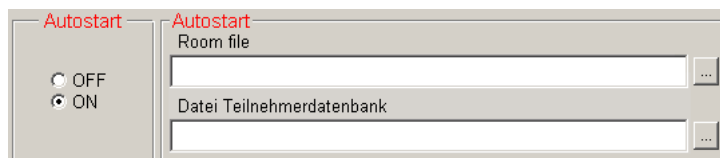
- If you click the "OFF" option button, no configuration is loaded when the program is started and the empty "SDC 8200" window appears. This setting is recommended for conference systems with a frequently changing configuration and changing delegates.
- If you click the "ON" option button, the synoptic view of the conference room preset under "Room file" and the delegate data selected under "Delegate file" are loaded automatically.

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This setting is recommended for conference systems with an unchanging configuration.

Configuring the menu language of the software

To display the menus and buttons of the software in a different language immediately after program startup:

▶ In the "Language" box on the "Confsys" tab, click the desired option button.

> **Note:**
>
> You can change the menu language at any time (see "Changing the menu language of the "Confsys" program" on page 21).

Configuring the PC in a network

If you have installed the software in parallel on several PCs, it is necessary to specify the tasks of the PCs in the network:

- Master:
  Control of the conference system and/or control of the interpretation system, access control (dongle)
- Slave:
  Control of the conference system and/or control of the interpretation system
- Video:
  Display of the synoptic view of the conference room, the delegate names and the voting results (e.g. via a projector)

> **Note:**
>
> Your network administrator will give you the required TCP/IP addresses of your PCs.

If the PC is to be configured as the master PC:
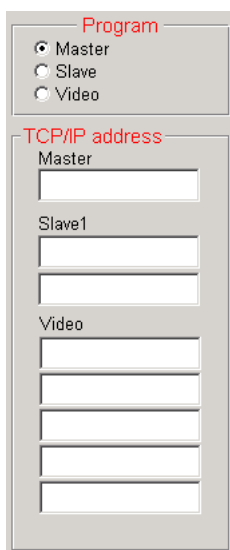
▶ In the "Program" box on the "Confsys" tab, click the "Master" option button.

▶ Enter the TCP/IP addresses of the corresponding PCs in the "Master", "Slave1" and "Video" boxes of the "TCP/IP address" box.
  This PC is now configured as the master PC.

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If the PC is to be configured as a slave PC:

▶ In the "Program" box on the "Confsys" tab, click the "Slave" option button.

▶ Enter the TCP/IP address of the master PC in the "Master" box of the "TCP/IP address" box.

▶ Enter the TCP/IP address of the first slave PC in the "Slave1" box of the "TCP/IP address" box.
This PC is now configured as a slave PC.

If the PC is to be configured as a video PC:

▶ In the "Program" box on the "Confsys" tab, click the "Video" option button.

▶ Enter the TCP/IP address of the master PC in the "Master" box of the "TCP/IP address" box.

▶ Enter the TCP/IP address of the video PC in the "Video" box of the "TCP/IP address" box.
This PC is now configured as a video PC.

To prevent the video PC, at which no-one is working because it is used for display purposes only, from starting the screensaver:

▶ Make sure that the screensaver of the video PC is deactivated.

Configuring acoustic signals

You can couple different system events with an acoustic signal. The acoustic signal is output via the sound card of the master PC (not via the conference consoles' built-in loudspeakers).

▶ In the "Sound" box on the "Confsys" tab, click the "On" option button.

▶ Specify *.wav files for the different system events.
- If you enter a *.wav file in the "Micro On" box, it will be played each time a microphone is activated.
- If you enter a *.wav file in the "Micro Off" box, it will be played each time a microphone is deactivated.
- If you enter a *.wav file in the "Micro Request" box, it will be played each time a delegate makes a request to speak.

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- If you enter a *.wav file in the "Bell" box, it will be played each time you click the "Bell" button (see "Triggering acoustic signals" on page 80).

- If you enter a *.wav file in the "Start" box, it will be played each time you click the "Start" button (if you enter a *.wav file in the "Speech Timer" box, it will be played each time the preset max. speaking time is reached (see "Using the "Global" option button in the "Speech Timer" box" on page 69).

Note:

Some suitable *.wav files can be found in the folder "C:\Programs\ SDC8200\S_CM".

Labelling conference console icons automatically

To configure the automatic labelling of the conference console icons:
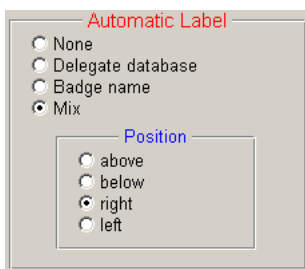
▶ In the "Automatic Label" box on the "Confsys" tab, click the desired option button.

- If you click the "None" option button, no icon label is automatically added to the conference console icon.

- If you click the "Delegate database" option button, an icon label with the name of the delegate is automatically added to the conference console icon.

- If you click the "Badge name" option button, an icon label with the name read from the chip card is automatically added to the conference console icon (only if the SDC 8200 SYS software is being used). If no chip card is inserted, no name will be displayed.

- If you click the "Mix" option button, an icon label with the name read from the chip card is automatically added to the conference console icon. If no chip card is inserted, the name from the delegate database will be displayed.

▶ Choose the position where the icon label is to be added:

- above: the icon label is added above the console icon
- below: the icon label is added below the console icon
- right: the icon label is added at the right of the console icon
- left: the icon label is added at the left of the console icon

Configuring the maximum speaking time

To configure the maximum speaking time:

▶ In the "Speech Timer" box on the "Confsys" tab, click the desired option button.
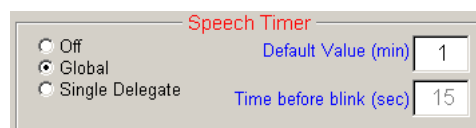
- If you click the "Off" option button, all delegates can speak for an unlimited time.

- If you click the "Global" option button, you can start the speaking time countdown at any time (see "The displays on the control palette" on page 67). After the maximum speaking time has been reached, all microphones are deactivated automatically.

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- If you click the ''Single Delegate'' option button, an individual speaking time countdown is started for each speaker. After the maximum speaking time has been reached, the speaker's microphone is deactivated automatically. You can interrupt or cancel the countdown at any time (see ''Using the ''Global'' option button in the ''Speech Timer'' box'' on page 69). The red signal light ring starts flashing before the maximum speaking time is reached. The ''Global'' option can be used in parallel.

▶ In the ''Default Value (min)'' field, enter the maximum speaking time in minutes.
The maximum speaking time can be set from 1 to 200 minutes.

▶ In the ''Time before blink (sec)'' field, enter the duration of the flashing of the red signal light ring in seconds.
A flashing red signal light ring indicates that the speaking time will soon be over.

Configuring the log files

To configure the log files for different system events:

- ''Microphone Logging''
Whenever a console is activated/deactivated, the microphone number, the data of the delegate and the date and time are saved in a log file.

- ''Badge logging''
Whenever a chip card is inserted into or removed from the chip card slot of a console, this is saved in a log file.

- ''Vote Logging''
All voting items are saved in individual log files.

- ''Chronological Logging''
All system events are saved in a log file:
  - Start/end of a conference + name of the conference,
  - Activation/deactivation of a microphone + name of the delegate,
  - Insertion/removal of a chip card + name of the delegate,
  - Opening/closing the agenda + name of the delegate,
  - Starting time/ending time of a voting item + description.

All log files of a conference are managed by a database. After the conference, these databases are automatically saved in a folder to be specified in the ''Path data'' box (see ''Selecting the folders for saving the voting results, safety copies and log files'' on page 48). The format of the name of a database is as follows:

LOG_year_month_day_hourminutesseconds.mdb

Example: `LOG_2006_10_03_123031.mdb`

After the conference, the log files can be printed or saved as described under ''Viewing, exporting and printing log files'' on page 64.

To configure the log files:

▶ In one of the boxes ''Microphone Logging'', ''Badge Logging'', ''Vote Logging'' and ''Chronological Logging'' on the ''Confsys'' tab, click the desired option button.

  - If you click the ''On'' option button, the desired log file is automatically created after the conference. The log file is saved in the database.

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Selecting the folders for saving the voting results, safety copies and log files

To select the folder for saving the different system files:

▶ In the boxes ''Path voting'', ''Path copy'' and ''Path data'' on the ''Confsys'' tab, select the folders in which the files are to be saved.

- Files with voting results are saved in a folder to be specified in the ''Path voting'' box.
- All files are additionally saved in a folder to be specified in the ''Path copy'' box.
- Log databases are saved in a folder to be specified in the ''Path data'' box.

Note:

If you use several PCs (video, slave), it is absolutely necessary to ensure

- that the same folder is set on the same network drive of all PCs,
- that this folder is shared so that other PCs can access it (refer to the Windows Help for full details on sharing folders) and
- that the PC with this network drive is turned on during the conference!

We therefore urgently recommend selecting a folder on the master PC for saving the log databases!

Deleting log databases

You can manually delete the log databases or set a deadline after which the log databases are automatically deleted:
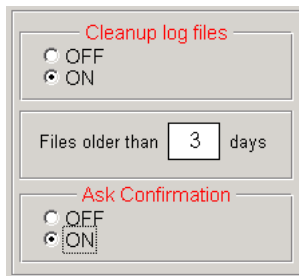
▶ In the ''Cleanup log file'' box on the ''Maintenance'' tab, click the ''On'' option button.

▶ In the white field, enter the deadline (in days) after which the log databases are to be automatically deleted.

▶ In the ''Ask confirmation'' box, choose whether or not the log databases are to be deleted without asking for confirmation.

- Off: the log databases are deleted without asking for confirmation.
- On: the log databases are only deleted after your confirmation.
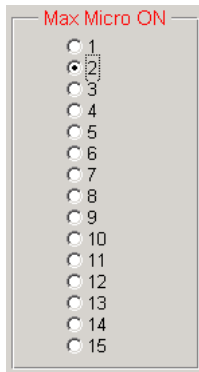
Configuring the conference mode

To preset a conference mode:
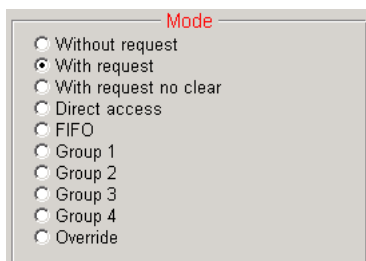
▶ In the ''Mode'' box on the ''CU'' tab, click the desired option button.

- For information on the ten different conference modes, see ''Operating the delegate units'' on page 28 of the SDC 8200 system manual.
- You can also change the conference mode at any time during a conference (see ''Changing the conference mode during a conference'' on page 78) – however, this causes all consoles to turn off automatically.

Configuring the speaker limit

To limit the number of simultaneously active consoles:

▶ In the ''Max Micro ON'' box on the ''CU'' tab, click the desired option button.

> **Note:**
>
> This only concerns the conference modes ''Request'', ''Direct Access'' and ''Override''. In all other conference modes, the speaker limit is automatically set to the corresponding value.

Configuring communication with the central unit

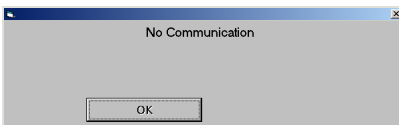To activate or deactivate communication with the central unit:
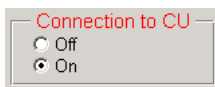
▶ In the ''Connection to CU'' box on the ''CU'' tab, click the desired option button.

• If you click the ''On'' option button, the software tries to communicate with the SDC 8200 CU central unit on startup. The ''On'' option button must be active for the PC control of the conference system to function correctly!
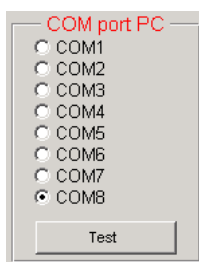
• If you click the ''Off'' option button, you cannot control your conference system via the software!
If you wish to create a configuration even though no consoles are connected, the ''Off'' option allows you to avoid the constant display of the ''No communication'' dialog box.

Configuring the COM port

To configure the COM port of the PC for communication with the central unit:

▶ Connect the central unit to the RS 232 interface of your PC as described under ''Connecting the PC to the central unit'' on page 15.

▶ Turn on the central unit.

▶ Make sure that the ''On'' option button in the ''Connection to CU'' box on the ''CU'' tab is clicked.

▶ In the ''COM port PC'' box on the ''CU'' tab, click the correct COM port. This COM port must correspond to the serial RS 232 interface of the PC to which the SDC 8200 central unit is connected.

If you click a COM port which is not available on your PC, a dialog box with the message ''COMx not available'' appears (''x'' corresponds to the COM port number).

If you do not know the correct COM port, try the different options one after the other:

▶ In the ''COM port PC'' box, first click a COM port and then click the ''Test'' button.

• If a dialog box with the message ''Test is successful on COMx'' appears, the PC can communicate with the central unit via the

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selected COM port. Your conference system is now ready for operation.

- If a dialog box with the message ''Test failed on COMx'' appears, you have to try a different COM port.
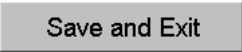
Note:

Most desktop PCs have only one COM port (''COM1'') or two (''COM1'' and ''COM2''). Only very rarely do PCs have more than two COM ports. The COM ports of your PC are listed under ''Ports (COM & LPT)'' in the Windows Device Manager.
However, in contrast to standard desktop PCs, on a number of laptops the infrared interface (IrDa) and not the serial RS 232 interface is preconfigured as ''COM1''. In such a PC, the serial RS 232 interface corresponds to ''COM2''.

▶ Restart the program.

Saving the conference options

To save the selected options:

▶ Click the ''Save and Exit'' button.
The ''Options'' window closes and all selected options become active when the program is restarted.

To reject the selected options and keep the previous options:

▶ Click the ''Cancel and Exit'' button.
The ''Options'' window closes and all previous options are kept.

Managing delegate data

This chapter provides information on how to enter and use delegate data.

Entering delegate data

You can manually enter delegate data or import data from a file.

> **Note:**
>
> If you initialize the conference consoles after you created a delegate database, the microphone numbers are fixedly assigned to the delegate names. Therefore, the delegates always have to use the same conference consoles in order to ensure that the correct name is displayed in the list on the left-hand side of the ''Delegates'' window!
> If you use chip cards, the microphone numbers are not fixedly assigned to the delegate names. In this case, you do not have to enter any delegate data. Instead, the delegate names stored on the chip cards are automatically displayed in the delegate list (only if the SDC 8200 SYS software is being used).

Creating or opening a delegate database

To create a delegate database:

▶ From the ''Delegates'' menu, choose ''Administration'' or click the ''Delegates'' button in the ''SDC 8200'' window.
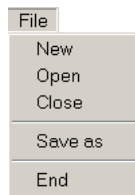The ''Delegates'' window opens.
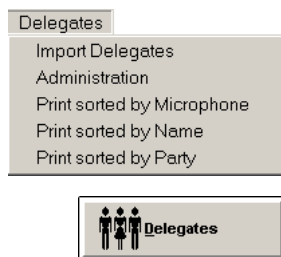
The buttons for chip card management at the bottom part of the ''Delegates'' window are not available in the SDC 8200 SYS-M software.

To create a new delegate database:

▶ From the ''File'' menu, choose ''New''.
A new empty input mask is created.

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To open an existing delegate database:

File
New
Open
Close
Save as
End

▶ From the "File" menu, choose "Open".
The file selection box opens.

▶ Specify the folder and name of the delegate list to be opened and click the "OK" button.
All delgate names entered up to now are displayed in the list on the left-hand side of the window. The buttons on the right-hand side of the window become active.
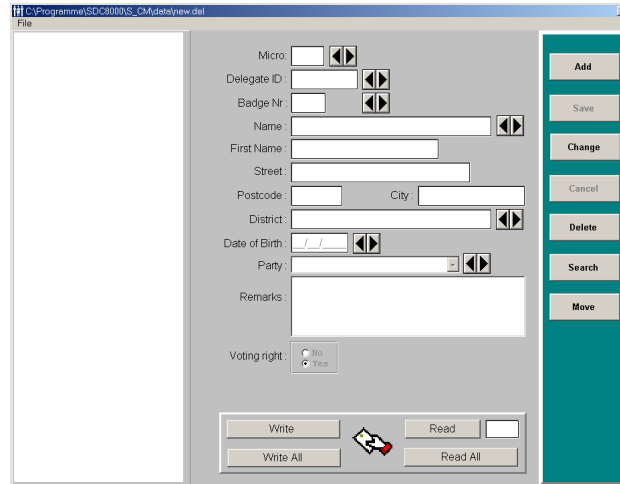
The delgate names in the list are sorted by microphones numbers. The middle part of the window contains the input mask and the buttons on the right-hand side are for editing the data records.

Adding new delegate data

To add new delegate data to the dalegate database:

Add

▶ In the "Delegates" window, click the "Add" button.
The insertion point appears in the "Micro" field.

▶ Enter the data into the different fields one after the other. Please note: The microphone number ("Micro" box) and the name ("Name" box) must be entered.

▶ Click the "Save" button.
The new data are added to the delegate database and the microphone number, the last name and the first name of the delegate are displayed in the list.

Changing delegate data

To change delegate data:

▶ In the list of the "Delegates" window, click the name of the delegate whose data you want to change.
The data are displayed in the input mask.

Change

▶ Click the "Change" button.

▶ Change the data.

▶ Click the "Save" button.
The changed data record replaces the previous record in the database.

Deleting data from the delegate database

To delete data from the delegate database:

▶ In list of the "Delegates" window, click the name of the delegate whose data you want to delete.
The data are displayed in the input mask.

Delete

▶ Click the "Delete" button.
The "Delete Record" dialog box opens.

▶ In the dialog box, click the "OK" button.
The data record is deleted from the database.

Searching for data in the delegate database

To search for specific data in the delegate database:

Search

▶ In the "Delegates" window, click the "Search" button.
The "Micro", "Delegate ID", "Name", "District", "Birthdate" and "Party" boxes turn red.

▶ Click a red box, enter the search term and press the "Enter" key.
If the entered search term is found, the corresponding delegate name is highlighted in the delegate list and the data are displayed in the input mask.

To scroll through the delegate database:

▶ In the "Delegates" window, click one of the arrow buttons.
The previous or the next entry of the corresponding box is displayed in the input mask and the corresponding delegate name is highlighted in the list.

Note:

If the arrow buttons are not active, click any button on the right-hand side of the window and then interrupt the starting process by clicking the "Cancel" button.

Moving data within the delegate database

To move delegate data to a new microphone number:

▶ In delegate list of the "Delegates" window, click the name of the delegate whose data you want to move.
The data are displayed in the input mask.

Move

▶ Click the "Move" button.
A green field appears next to the "Micro" box.

▶ Enter the desired microphone number – which must not yet be assigned! – into the green field and press the "Enter" key.
The data of the selected delegate is moved to the new microphone number. The entry in the delegate list is moved correspondingly.

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Importing delegate data

Instead of manually entering delegate data, you can import them from a text file. The text file must have the extension `.txt`. All delegate records must be separated by carriage returns and all fields within each record must be separated by semicolons.
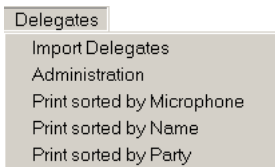
The order of the data in the text file:

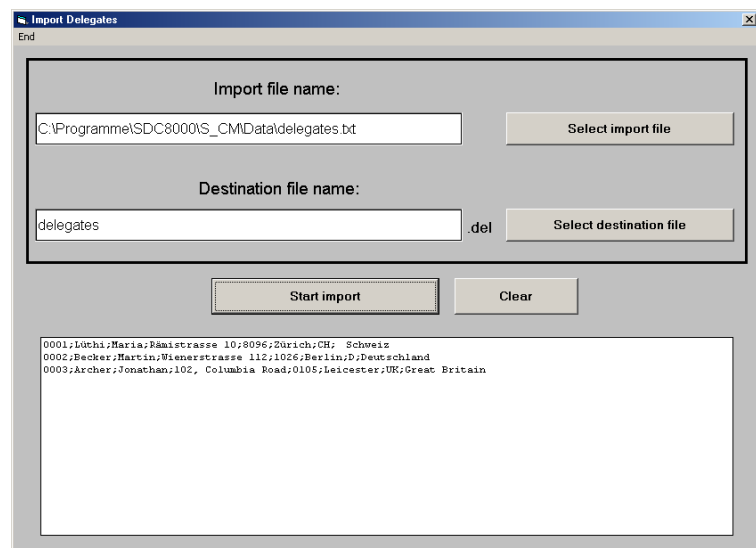| Data	Field	Max. number of characters
• Microphone number	(Micro)	4
• ID	(ID)	13
• Chip card number	(Badge Number)	4
• Last name	(Name)	40
• First name	(First name)	20
• Street:	(Street)	30
• ZIP code	(ZIP code)	4
• City	(City)	20
• Organization	(Party)	15
• District	(District)	30

Example: "`Delegates.txt`"

0001; Luthi; Maria; Rämistr. 10; 8092; Zürich; CH; Switzerland

0002; Becker; Martin; Goethestr. 12; 1026; Vienna; A; Austria

0003; Richter; Andreas; Hofplatz 7; 1001; Vaduz; FL; Liechtenstein

To import delegate data:

Delegates
Import Delegates
Administration
Print sorted by Microphone
Print sorted by Name
Print sorted by Party

▶ From the "Delegates" menu, choose "Import Delegates".
   The "Import Delegates" window opens.

▶ Click the "Select import file" button, select a `*.txt` file and confirm your selection by clicking the "OK" button.
   The path and the file name are displayed in the field below "Import file name".

▶ Click the "Select destination file" button, specify the folder and name of the new delegate database to be created and confirm your selection by clicking the "OK" button.
The path and the file name are displayed in the field below "Destination file name".

▶ Click the "Start import" button.
The delegate data are displayed in the lower part of the window and the "Clear" button appears. A delegate database containing the delegate records of the text file is automatically created and saved.

To import more delegate data:

▶ Click the "Clear" button.
The fields are cleared and additional delegate data can be imported.

Printing a delegate list

You can print lists containing the microphone number, last name, first name and organization of each delegate. These lists can be sorted by microphone number, last name or by organization.

To print a delegate list:

▶ From the "Delegates" menu, choose either "Print sorted by microphone", "Print sorted by name" or "Print sorted by party".
The file selection box opens.

▶ Select the delegate list to be printed and confirm your selection by clicking the "OK" button.
The "Start Printing?" dialog box opens.

▶ Click the "OK" button.
The selected delegate list is printed.

Note:

To automatically add a heading to the printout, see "Configuring the voting settings" on page 42.

Using chip cards

Chip cards allow you to give your conference a more personal and flexible touch while making it more convenient. And it makes voting safer. In order to be able to use the functionality of the chip cards, you require the SDC 8200 SYS software:

• You do not need to enter any data into the delegate list. Instead, the delegate list is updated automatically with the names stored on the chip card as soon as a delegate inserts his chip card into the chip card slot of his console.
The delegates can thus sit down at any desired console or swap places with someone else whenever they want and the correct name is still displayed next to the current microphone number. Absent delegates do not appear on the delegate list.
If you have entered names into the delegate list nevertheless, these are overwritten by the names on the chip cards as soon as a chip card is

inserted into the chip card slot of a console. If the chip card is removed again, a name is no longer assigned to this console
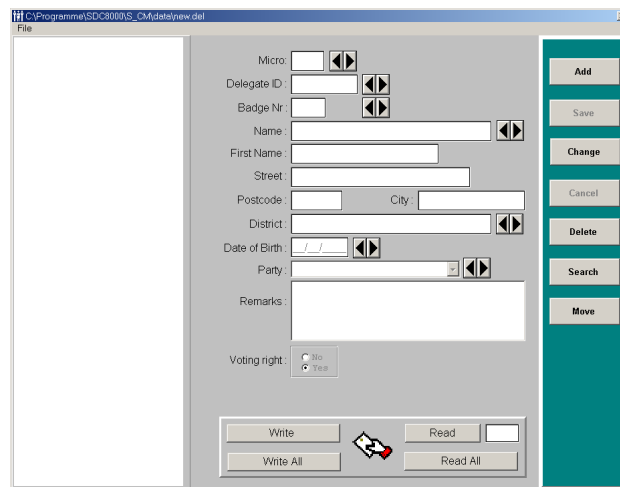
- If a delegate inserts his chip card into the chip card slot of any desired console, his last name appears on the display of the console instead of the microphone number.

- You can ensure that only authorized delegates participate in voting sessions (see ''Taking votes with or without chip cards'' on page 83).

- You can – e.g. as a presence check – record which delegates have inserted their chip card into the chip card slot of their console (see ''Saving or printing the data of all inserted chip cards'' on page 78).

- You can use printed chip cards (e.g. bearing the logo of your conference or conference center) and thus give your conference a personal, individual touch.

For this, you require the S-MM, S-DM and S-VM software modules as well as consoles with a chip card slot (SDC 8200 CV or SDC 8200 DV).

Writing data to chip cards

In order to write personal data of the delegates to chip cards, you require the SDC 8200 SYS software.

▶ From the ''Delegates'' menu, choose ''Administration'' or click the ''Delegates'' button in the ''SDC 8200'' window.
The ''Delegates'' window opens.

Delegates
Import Delegates
Administration
Print sorted by Microphone
Print sorted by Name
Print sorted by Party

Delegates

The buttons for chip card management at the bottom part of the ''Delegates'' window are not available in the SDC 8200 SYS-M software.

▶ Insert a chip card into the slot of each of the consoles. The chip must point downwards and to the left.
The green LED on the chip card icon of the corresponding consoles lights up. The consoles with a chip card inserted into their chip card slot are displayed in white in the synoptic view.

▶ Make sure that all consoles with inserted chip cards are displayed in white in the synoptic view.

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▶ Click the ''Write all'' button.

The delegate data from the delegate list are written the the chip cards. This takes several seconds. The delegate's last name then appears on the display of the console – provided that the console has a display.

To write data to a single chip card:

▶ Open a delegate list.

▶ Select the desired delegate.

▶ Insert a chip card into the slot of the delegate's conference console.

▶ Click the ''Write'' button.
The data of the selected delegate are writen to the chip card.

Reading chip cards

To read the personal data of the delegates on the chip cards, you require the SDC 8200 SYS software.

▶ Insert a chip card into the chip card slot of each conference console. The chip must point downwards and to the left.
The green LED on the chip card icon of the conference consoles lights up and the consoles are displayed in white in the synoptic view.

▶ Click the ''Read All'' button.
The data on all chip cards are read.

Reading a single chip card

To read the personal data of a delegate on a single chip card, you require the SDC 8200 SYS software.

▶ In the field next to the ''Read'' button, enter the four-digit microphone number of the conference console whose inserted chip card you want to read.
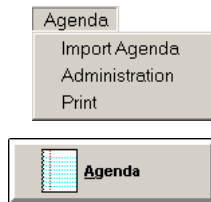

The data on the chip card are read into the delegate database.

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Planning and managing votes (Agenda)

In order to be able to quickly and easily take votes during a conference, you should create an agenda including all items to be voted on.

Entering voting data

Creating or opening an agenda file

Agenda
Import Agenda
Administration
Print

Agenda

▶ From the ''Agenda'' menu, choose ''Administration'' or click the ''Agenda'' button in the ''SDC 8200'' window.

▶ The ''Agenda Items'' window opens.
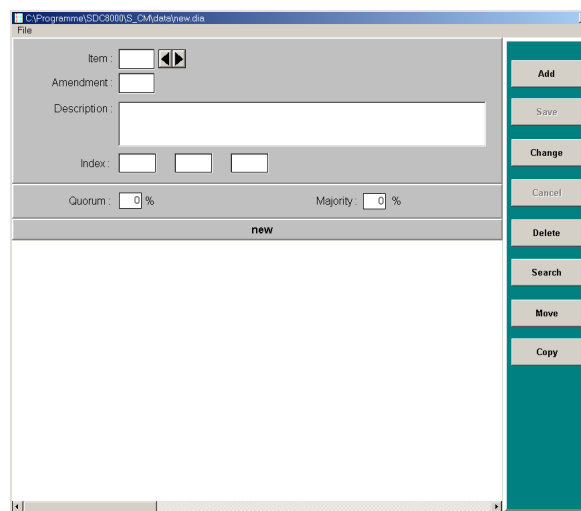
The upper part of the window contains the input mask, the lower part displays the agenda and the buttons on the right-hand side of the window are for editing the agenda.

To create an agenda file:

File
New
Open
Close
Save as
End
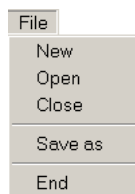
▶ From the ''File'' menu, choose ''New''.
A new empty input mask is created.

To open an existing agenda file:

▶ From the ''File'' menu, choose ''Open''.
The file selection box opens.

▶ Specify the folder and name of the agenda file to be opened and click the ''OK'' button.

All voting items entered up to now are displayed in the agenda. The buttons on the right-hand side of the window become active.
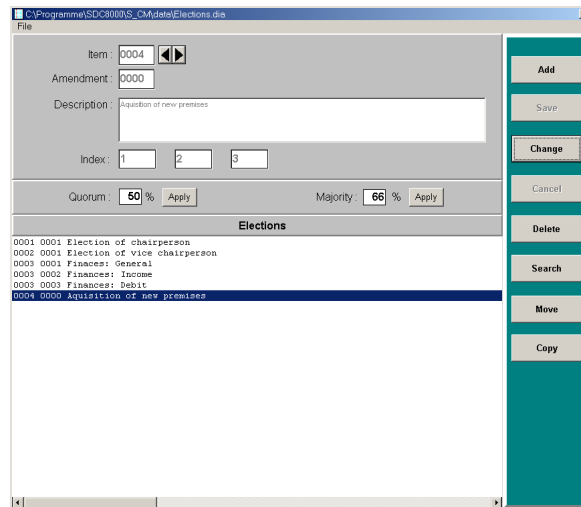
Adding new voting items to the agenda file

To add a voting item to the agenda file:
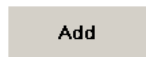
▶ In the ''Agenda Items'' window, click the ''Add'' button.
The insertion point appears in the ''Item'' field.

▶ Enter the data into the different fields one after the other.

▶ Click the ''Save'' button.
The new voting item is added to the agenda file and is displayed in the agenda.

Changing voting items in the agenda file

To change a voting item in the agenda file:

▶ In the agenda of the ''Agenda Items'' window, click the voting item you want to change.
The data are displayed in the input mask.

▶ Click the ''Change'' button.

▶ Change the data.

▶ Click the ''Save'' button.
The changed voting item replaces the previous one in the agenda file.

Changing the quorum in the agenda file

''Quorum'' is the minimum number (in percent) of delegates necessary to be present for a vote.

To change the quorum for a single voting item:

▶ In the ''Agenda Items'' window, click the voting item which is to be assigned a different quorum.

▶ In the ''Quorum'' field, enter the desired percent value.

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▶ Click the ''OK'' button.
The changed quorum is saved in the database as soon as you save the database file or close the ''Agenda Items'' window.
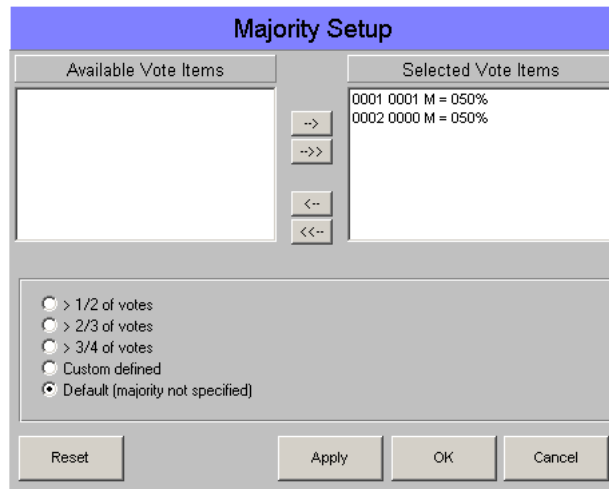
To change the quorum for several voting items at the same time:

▶ In the ''Agenda Items'' window, use Ctrl-click or Shift-click to select all voting items which are to be assigned a different quorum.

Quorum : [66] % [SET]

▶ Click the ''SET'' button next to the ''Quorum'' field.
The ''Quorum Setup'' window opens.

Quorum Setup

Available Vote Items | Selected Vote Items
--> | 0001 0001 Q = 000%
-->> | 0001 0002 Q = 000%
<-- | 0002 0001 Q = 000%
<<--

○ > 1/2 of entitled to vote
○ > 2/3 of entitled to vote
○ > 3/4 of entitled to vote
● Custom defined   [0] % of entitled to vote
○ Default (quorum not specified)

[Reset]   [Apply]   [OK]   [Cancel]

The selected voting items are listed in the ''Selected Vote Items'' field. You can click individual voting items and move them from one field to the other by using the ''arrow'' buttons.

▶ Click the option button next to the desired quorum.
If you click ''Custom defined'', a box opens where you can enter any number from 0 to 100.

▶ Click the ''Apply'' button.
The selected quorum is assigned to all voting items listed in the ''Selected Vote Items'' field. All voting items are moved back to the ''Available Vote Items'' field.

▶ Click the ''OK'' button.

Changing the majority ratio in the agenda file

''Majority'' is the minimum number (in percent) of delegates necessary to vote in favour of a voting item in order for that voting item to be passed.

To change the majority ratio for a single voting item:

▶ In the ''Agenda Items'' window, click the voting item which is to be assigned a different majority ratio.

▶ In the ''Majority'' field, enter the desired percent value.

Majority : [50] % [Apply]

▶ Click the ''OK'' button.
The changed quorum is saved in the database as soon as you save the database file or close the ''Agenda Items'' window.

To change the majority ratio for several voting items at the same time:

▶ In the ''Agenda Items'' window, use Ctrl-click or Shift-click to select all voting items which are to be assigned a different majority ratio.

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Majority : **50** % SET

▶ Click the ''SET'' button next to the ''Majority'' field.
The ''Majority Setup'' window opens.

Majority Setup

Available Vote Items		Selected Vote Items
	-->	0001 0001 M = 050%
	-->>	0002 0000 M = 050%
	<--	
	<<--	

○ > 1/2 of votes
○ > 2/3 of votes
○ > 3/4 of votes
○ Custom defined
● Default (majority not specified)

Reset   Apply   OK   Cancel

The selected voting items are listed in the ''Selected Vote Items'' field. You can click individual voting items and move them from one field to the other by using the ''arrow'' buttons.

▶ Click the option button next to the desired majority ratio.
If you click ''Custom defined'', a box opens where you can enter any number from 0 to 100.

▶ Click the ''Apply'' button.
The selected majority ratio is assigned to all voting items listed in the ''Selected Vote Items'' field. All voting items are moved back to the ''Available Vote Items'' field.

▶ Click the ''OK'' button.

Deleting voting items from the agenda file

To delete a voting item from the agenda file:

▶ In the agenda of the ''Agenda Items'' window, click the name of the voting item you want to delete.
The data are displayed in the input mask.

Delete

▶ Click the ''Delete'' button.
The ''Delete Record?'' dialog box opens.

▶ In the dialog box, click the ''OK'' button.
The voting item is deleted from the agenda file.

Searching for voting items in the agenda file

To search for a voting item in the agenda file:

Search

▶ In the ''Agenda Items'' window, click the ''Search'' button.
The ''Item'' box turns red.

▶ Click the red ''Item'' box, enter the number of the searched voting item and press the ''Enter'' key.
If the number is found, the corresponding voting item is highlighted in the agenda and its data are displayed in the input mask.

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To scroll through the agenda file:

▶ In the ''Agenda Items'' window, click one of the arrow buttons behind the ''Item'' box.
The previous or the next entry is displayed in the input mask and the corresponding voting item is highlighted in the agenda.

Moving voting items within the agenda file

To move a voting item to a new item number:

▶ In agenda of the ''Agenda Items'' window, click the voting item you want to move.
The data are displayed in the input mask.

▶ Click the ''Move'' button.
A green field appears next to the ''Item'' box.

▶ Enter the desired item number – which must not yet be assigned! – into the green field and press the ''Enter'' key.
The selected voting item is moved to the new item number in the agenda file. The entry in the agenda is moved correspondingly.

Importing voting items

Instead of manually entering voting items, you can import them from a text file. The text file must have the extension `.txt`. All voting items must be separated by carriage returns and all fields must be separated by semicolons.

The order of the data in the text file:

Data	Field	Max. number of characters
• Number of voting item	(Item)	3
• Number of amendment	(Amendment)	2
• Description	(Description)	30
• Voting option	(Index 1)	3
• Voting option 2	(Index 2)	3
• Voting option 3	(Index 3)	3
• Quorum	(Quorum)	3
• Majority	(Majority)	3

Example: ''`Agenda.txt`''

001; 01; Election of the chairman;   Arc; Bec; Mil 50; 66;

001; 02; Election of the vice chairman; Arc; Bec; Mil 50; 50;

003; 00; Finances;   Op1; Op2; Op3 100; 50;

To import voting items:

▶ From the ''Agenda'' menu, choose ''Import Agenda''.
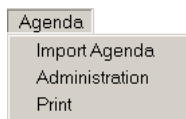
The "Import Agenda" window opens.
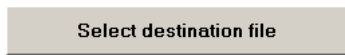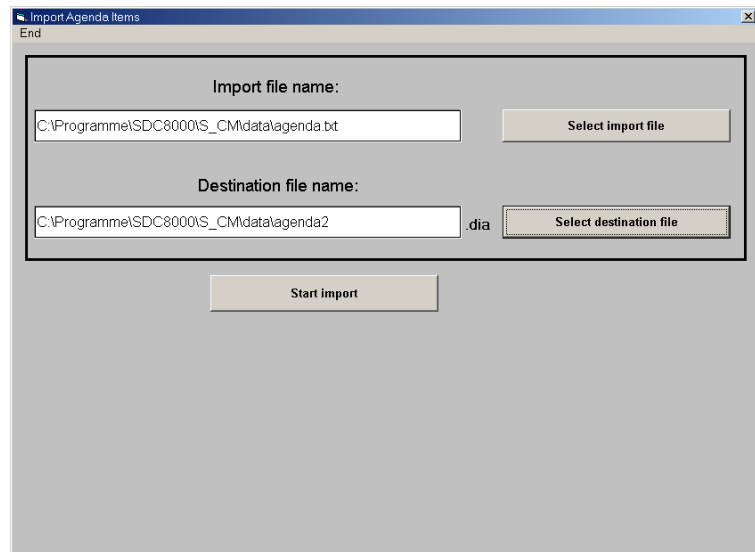
▶ Click the "Select import file" button, select a `*.txt` file and confirm your selection by clicking the "OK" button.
The path and the file name are displayed in the field below "Import file name".

▶ Click the "Select destination file" button, specify the folder and name of the new agenda file to be created and confirm your selection by clicking the "OK" button.
The path and the file name are displayed in the field below "Destination file name".

▶ Click the "Start import" button.
The voting items are displayed in the lower part of the window. An agenda file containing the data of the text file is automatically created and saved.

Printing an agenda file

To print an agenda file:
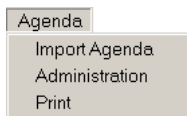
▶ From the "Agenda" menu, choose "Print".
The file selection box opens.

▶ Select the agenda file to be printed and confirm your selection by clicking the "OK" button.
The "Start Printing?" dialog box opens.

▶ Click the "OK" button.
The selected agenda file is printed.

Note:

To automatically add a heading to the printout, see "Configuring the voting settings" on page 42.

Viewing, exporting and printing log files

You can create log files for different system events during a conference (see ''Configuring the log files'' on page 47).

All log files are saved in a Microsoft Access database (file extension *.mdb). For each conference, the software automatically creates an mdb file which is saved in a folder to be specified in the ''Path data'' box (see ''Selecting the folders for saving the voting results, safety copies and log files'' on page 48). The format of the name of a database is as follows:

LOG_year_month_day_hourminutesseconds.mdb

Example: LOG_2006_10_03_123031.mdb

To export or print the log files of a database:

To open the database of the current conference:

▶ From the ''Logging'' menu, choose ''Open Current Database''.

To open a different database:

▶ Click ''Open Database'' and then select the desired database. The database opens.
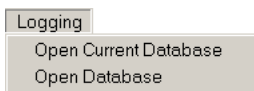
Log database with chronological log file

▶
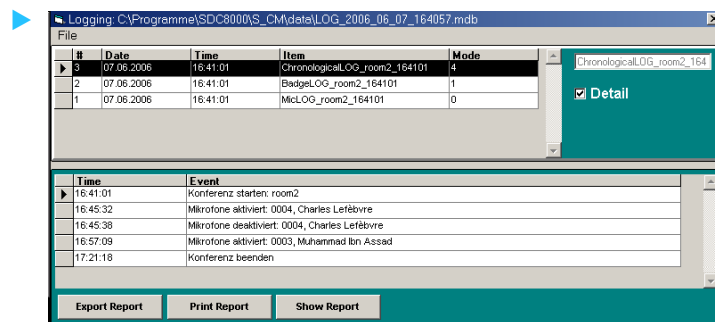
Log database with vote log file
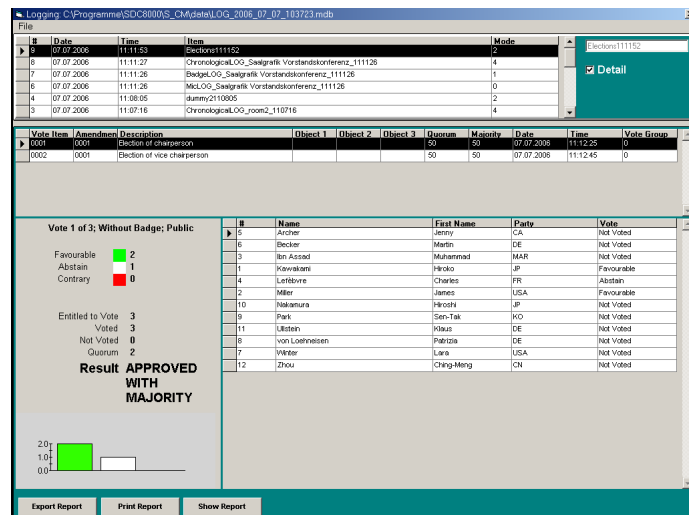
The upper table displays all log files created during the conference. (For how to specify the log files to be created during a conference, see ''Configuring the log files'' on page 47.)

The lower table displays all events recorded in the selected log file. In the case of a vote log file, the voting result is also displayed. You can display or hide these events by clicking or unclicking the ''Details'' check box.

▶ In the upper table, click the desired log file.

To view a log file:

▶ Click the ''Show Report'' button.
The log file is displayed. You can scroll through the log file using the buttons on the menu bar, and you can scale and print the log file.

To print a log file:

▶ Click the ''Print Report'' button.
The printer driver window opens. Print the file as usual.

To export a log file:

▶ Click the ''Export Report'' button.
The ''Export Report'' window opens.

▶ In the white field, enter the name to be assigned to the files to be exported.

▶ In the ''Format'' box, click the check boxes of the file formats to be created.
You can export several formats at the same time.

▶ Click ''OK''.
The log file is saved in a folder to be specified in the ''Path data'' box (see ''Selecting the folders for saving the voting results, safety copies and log files'' on page 48).

Note:

If you export log files in the HTML format, the software automatically creates a folder named ''X_Files'' (where ''X'' corresponds to the file name chosen by you). If you pass on the HTML files, you have to pass on the ''X_Files'' folder too. Alternatively, the ''X_Files'' folder must be available online.

Monitoring and controlling a conference

This chapter provides information on how to monitor a conference, how to intervene in a conference and how to take votes.

Starting a conference

To start a conference:

▶ Make sure that all components are connected correctly and that the central unit is turned on.
The configuration must be error-free (see ''Configuring the conference system'' on page 22) and the conference consoles must be initialized (see ''Initializing the conference consoles'' on page 37).

▶ From the ''Start'' menu, choose ''Synoptic'' or click the ''Start'' button.
The file selection box opens.

▶ First select the *.tec file containing the synoptic view of your conference and confirm your selection by clicking the ''OK'' button.
A second file selection box opens.

▶ Select the *.del file containing the names of the delegates and confirm your selection by clicking the ''OK'' button.
If you have not licensed the S-DM software module and thus have no delegate data, click ''Cancel''.

The synoptic view opens and the conference can start immediately.
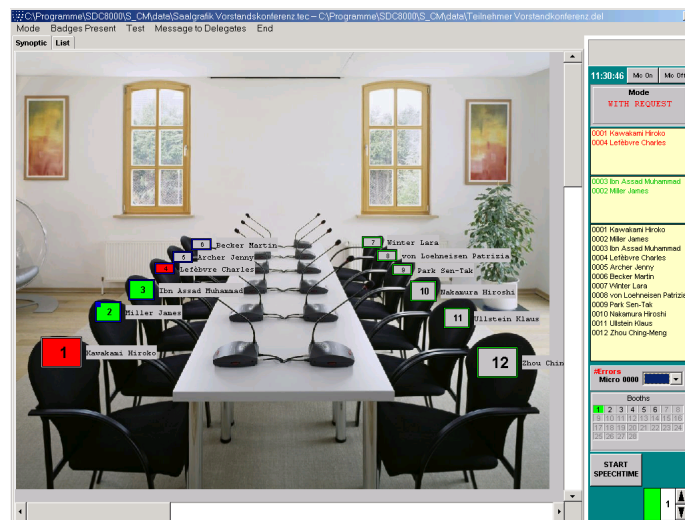
The synoptic view shows the console icons.

To change to the delegate list:

▶ Click the "List" tab.
The delegate list opens.
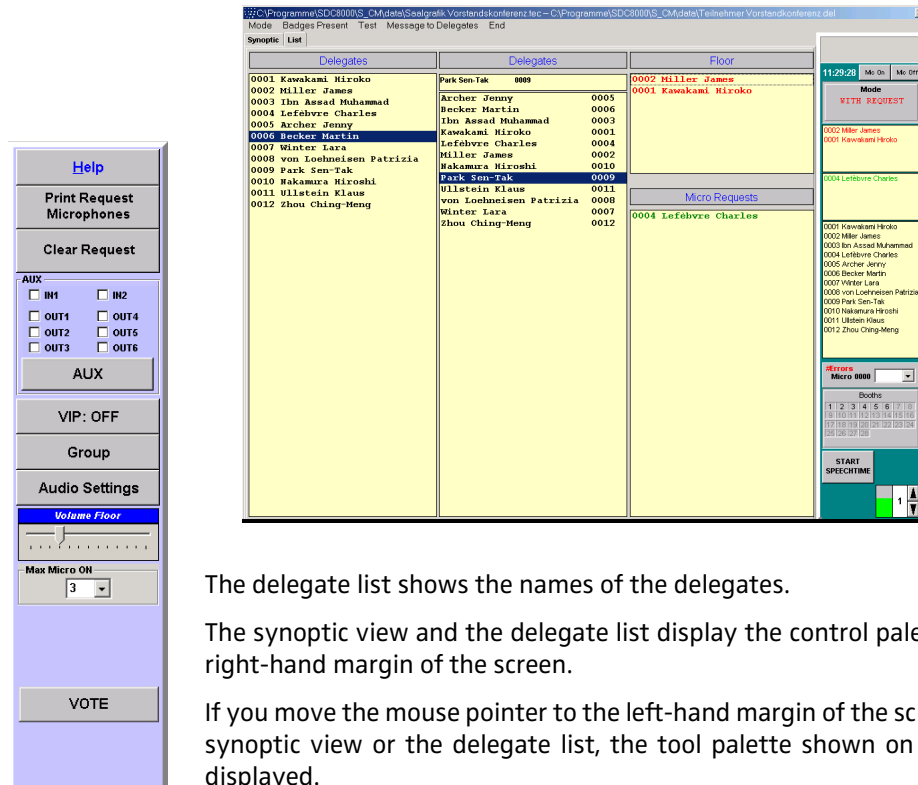
The delegate list shows the names of the delegates.

The synoptic view and the delegate list display the control palette on the right-hand margin of the screen.

If you move the mouse pointer to the left-hand margin of the screen in the synoptic view or the delegate list, the tool palette shown on the left is displayed.

Monitoring and controlling a conference via the control palette

When a delegate makes a request to speak or a request to speak is granted, the name of the delegate is displayed in the corresponding boxes of the control palette – provided you have licensed the S-DM software module.

The displays on the control palette

To display the name of any desired delegate:

▶ In the synoptic view, position the mouse pointer on the console icon of the delegate whose name you want to display.

The name of the delegate is temporarily displayed next to the console icon.

The name of the delegate also appears running across the gray field at the top of the control palette.

If you have clicked one of the option buttons "Delegate database","Badge name" or "Mix" in the "Automatic Label" box on the "Confsys" tab (see "Labelling conference console icons automatically" on page 46), icon labels with the names of the delegates are displayed next to the conference console icons – even if you do not position the mouse pointer on the console icon.

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The current time is displayed next to the ''Mic On'' and ''Mic Off'' buttons on the control palette (see ''Deactivating all consoles'' on page 68 and ''Reactivating the last active console'' on page 69).
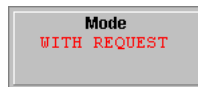
The conference mode is displayed in the ''Mode'' box.
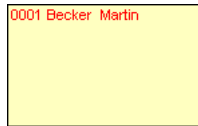
In order to view the names of the delegates as described in the following, you require the S-DM software module.
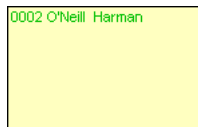
- The names of all current speakers and their microphone numbers are automatically displayed in red in the upper yellow box (''Active Speakers'' box).

- The names of all delegates who have made a request to speak and their microphone numbers are automatically displayed in green in the lower yellow box (''Requests'' box).

- The names of all delegates and their microphone numbers are displayed in black in the ''All delegates'' box.
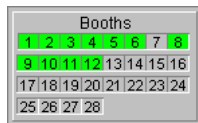
- Inoperable (i.e. wrongly connected or defective) consoles are displayed in the ''#Errors'' box. The microphone numbers of the inoperable consoles are displayed in the drop down list box.
  The inoperable consoles are also displayed in yellow in the synoptic view (see ''Monitoring the conference console icons in the synoptic view'' on page 70).

- The operating states of the interpreter booths are displayed in the ''Booths'' box – even if you do not have a license for the S-IM software module or it is currently not in operation.
  Each interpreter booth is represented by a booth icon displaying the booth number. The booth number corresponds to the channel number of the main target language configured. If someone is interpreting via one of the consoles in an interpreter booth, the booth icon is displayed in green; if a console in a booth is not active, the booth icon is displayed in gray.

- If you have specified a maximum speaking time for the ''Global'' option in the ''Speech Timer'' box on the ''Confsys'' tab (see ''Configuring the maximum speaking time'' on page 46), different displays and buttons for limiting and monitoring the speaking time appear in the lower part of the control palette (see ''Using the ''Global'' option button in the ''Speech Timer'' box'' on page 69).

- If you have specified a maximum speaking time for the ''Single Delegate'' option in the ''Speech Timer'' box on the ''Confsys'' tab (see ''Configuring the maximum speaking time'' on page 46), a window containing different displays and buttons for limiting and monitoring the speaking time appears in the synoptic view (see ''Using the ''Single Delegate'' option button in the ''Speech Timer'' box'' on page 69).

Deactivating all consoles

To deactivate all active consoles:

▶ Click the ''Mic Off'' button on the control palette.
  All active consoles are deactivated. At the same time, all requests to speak are cancelled.

Reactivating the last active console

This function is e.g. for the quick reactivation of the console of a delegate whose speaking time is over.

To reactivate the last active console:

▶ Click the ''Mic On'' button on the control palette.
The last deactivated console is reactivated.

Using the ''Single Delegate'' option button in the ''Speech Timer'' box

The green bar shows the countdown of the speaking time. You can control this speaking time as follows:
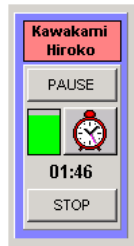
To temporarily interrupt the countdown:

▶ Click the ''HOLD'' button.
The speaker can continue to speak while the countdown is temporarily interrupted.

To continue the countdown:

▶ Click the ''Proceed'' button.

To stop the countdown:

▶ Click the ''STOP'' button.
The countdown stops and the ''speaking right'' is withdrawn from the speaker.

Using the ''Global'' option button in the ''Speech Timer'' box

To change the preset maximum speaking time:

▶ Click one of the arrows in the ''Max. speaking time'' box in the lower part of the control palette.
You can set speaking times of between 1 and 200 minutes.

To start the countdown:

▶ Click the ''START SPEECHTIME'' button.

The countdown starts. The green bar shows the countdown of the speaking time. The clock is displayed and shows the countdown in seconds.

To temporarily interrupt the countdown:

▶ Click the ''HOLD'' button.
The countdown is interrupted.

To continue the countdown:

▶ Click the ''CONTINUE'' button.
The countdown continues.

To stop the countdown:

▶ Click the ''STOP SPEECHTIME'' button.
The countdown stops. The clock and the ''Max. speaking time'' box are no longer displayed.
The system is now ready to start a new countdown.

69

Monitoring the conference via the synoptic view

To work with the synoptic view:

Synoptic

▶ Click the "Synoptic" tab.
The synoptic view opens.

Monitoring the conference console icons in the synoptic view

The different colors of the conference console icons in the synoptic view have the following meanings:
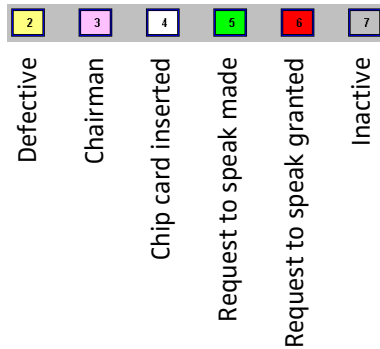
- The border color (here: blue) of a conference console icon is selected when the synoptic view is created – e.g. in order to distinguish different delegate groups.
- Yellow conference console (2):
The corresponding conference console is defective or not connected correctly.
- Pink conference console icon (3):
The corresponding conference console is configured as the chairman unit.
- White conference console icon (4):
A chip card is inserted into the chip card slot of the corresponding conference console.
- Green conference console icon (5):
The delegate has made a request to speak by pressing the microphone key ((«⌂ ⑮.
- Red conference console icon (6):
The delegate has been granted the request to speak.
- Gray conference console icon (7):
The conference console is currently inactive.

Monitoring conference operation via the delegate list

To work with the delegate list:

Nominative

▶ Click the "List" tab.
The delegate list is displayed.

Monitoring the name boxes in the delegate list

You can also monitor the conference via the delegate list instead of the synoptic view. The names are displayed in the following boxes:

- The left-hand "Delegates" box lists all delegate names in the order of their microphone numbers. If you click this box and rapidly enter a four-digit microphone number, the name of the delegate seated at the console with this microphone number is highlighted.

- The right-hand "Delegates" box lists all delegate names in alphabetical order. If you click this box and enter a letter, the first name in the list to begin with this letter is highlighted.

Delegates	
0001 Kawakami Hiroko	
0002 Miller James	
0003 Miller James	
0004 Lefèbvre Charles	
0005 Archer Jenny	
0006 Becker Martin	

Delegates	
Park Sen-Tak	0009
Archer Jenny	0005
Becker Martin	0006
Ibn Assad Muhammad	0003
Kawakami Hiroko	0001
Lefèbvre Charles	0004

The console icons legend (left margin):
2	3	4	5	6	7
Defective	Chairman	Chip card inserted	Request to speak made	Request to speak granted	Inactive

Floor
0002 O'Neill   Harman
0001 Becker   Martin

Micro Requests
0003 Chung   Rosalind
0004 Archer   Jonathan

• The names of all delegates who are currently speaking are listed in red in the "Floor" box.

• In the "With request" and "With request no clear" conference modes, the names of all delegates who have made a request to speak are listed in green in the "Micro Requests" box.

Intervening in the conference

Activating a console

Once you have activated a console, the following happens:

• In the synoptic view, the icon of the deactivated console turns red.
• The name of the delegate at the activated console appears in the "Floor" box of the delegate list.
• The name of the delegate at the activated console appears in the "Active Speakers" box of the control palette.
• The signal light ring and the "Microphone active" LED of the activated console light up. The delegate can speak immediately.

Depending on the conference mode, you can activate several consoles in succession – until the speaker limit set in the options is reached.

To activate a console in the synoptic view:

▶ Click the gray console icon of the console you want to activate.

To activate a console in the delegate list:

0001 Becker Martin
0002 O'Neill Harman
0003 Chung Rosalind

▶ In one of the two "Delegates" boxes, click the name of the delegate whose console you want to activate.

To activate a console on the control palette:

0001 Becker Martin
0002 O'Neill Harman
0003 Chung Rosalind
0004 Archer Jonathan
0005 El Saad Ahmed
0006 Xian-Li James
0007 Greene Nickolas
0008 Hohenlohe, von Patrizia
0009 Ibn Al Farrag Mohammed
0010 Janapatma Ana-Ra Shre
0011 Archer, Prof. Jonathan
0012 Zhou Ching-Meng

▶ In the "All delegates" box, click the name of the delegate whose console you want to activate.

Deactivating a conference console

Once you have deactivated a conference console, the following happens:

• In the synoptic view, the icon of the deactivated console turns gray.
• The name of the delegate at the deactivated console disappears from the "Floor" box of the delegate list.
• The name of the delegate at the deactivated console disappears from the "Active Speakers" box of the control palette.
• The signal light ring and the "Microphone active" LED of the deactivated console go off. The delegate can no longer speak.

To deactivate a console in the synoptic view:

▶ Click the red console icon of the active console you want to deactivate.
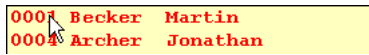
To deactivate a console in the delegate list:

▶ In one of the two ''Delegates'' boxes, click the name of the delegate whose console you want to deactivate or, in the ''Floor'' box, click the name (shown in red) of the delegate whose console you want to deactivate.

To deactivate a console on the control palette:
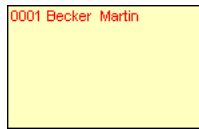
▶ In the ''Active Speakers'' box, click the name (shown in red) of the delegate whose console you want to deactivate.

Granting a request to speak to a delegate

If a delegate makes a request to speak:

- In the synoptic view, the corresponding console icon turns green.
- The name of the delegate appears in green in the ''Micro Requests'' box of the delegate list.
- The name of the delegate appears in green in the ''Requests'' box of the control palette.
- The green ''Request to speak'' LED on the console starts flashing.

To grant a request to speak in the synoptic view:

▶ Click the green console icon in the synoptic view.
The activated console turns red.

To grant a request to speak in the delegate list:
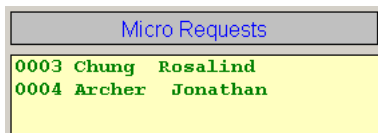
▶ In the ''Micro Requests'' box, click the name of the delegate (shown in green).
The name of the delegate at the activated console moves to the ''Floor'' box.

To grant a request to speak on the control palette
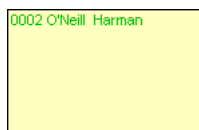
▶ In the ''Requests'' box, click the name of the delegate (shown in green).
The name of the delegate at the activated console moves to the ''Active Speakers'' box.

Rejecting requests to speak

If a delegate has made a request to speak, you can either grant it to him (see previous section) or reject his request.

To reject the request to speak of an individual delegate:

▶ Change to the synoptic view by clicking the ''Synoptic'' tab.

▶ In the synoptic view, right-click the green console icon of the delegate whose request to speak you want to reject.
The green console icon turns gray. The name of the corresponding delegate disappears from the ''Micro Requests'' box in the delegate list and from the ''Requests'' box of the control palette.

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To reject all requests to speak:

▶ Move the mouse pointer to the left-hand margin of the screen.
The tool palette opens

Clear Request

▶ Click the ''Clear Requests'' button.
All green console icons turn gray. All names disappear from the ''Micro Requests'' box of the delegate list and from the ''Requests'' box of the control palette.

Printing a list of all requests to speak

To print a list of all current resquests to speak:

▶ Move the mouse pointer to the left-hand margin of the screen.
The tool palette opens.

Print Request Microphones

▶ Click the ''Print Request Microphones'' button, select the printer and start printing.
The list is printed.

Configuring the chairman unit during a conference

If one of the chairmen changes places during the conference or if another person becomes chairman:

▶ Activate the synoptic view.

▶ Press the ''Ctrl'' key and keep it pressed.

▶ At the same time, click the console icon to be configured as the chairman unit.
The console icon turns pink. The corresponding console is now configured as the chairman unit.
If you click the console icon of a chairman unit, its color changes from pink to grey and the corresponding console becomes a normal delegate unit.

Note:

In order for the chairman to benefit from all possibilities offered by his status, his console must have the priority key ⚓ ⑪. For this reason, please make sure that only conference consoles which feature a priority key (SDC 8200 C, SDC 8200 CC or SDC 8200 CV) are configured as a chairman unit!

Changing the speaker limit during a conference

You have set the speaker limit in the ''Max Micro ON'' box on the ''CU'' tab (see ''Configuring the speaker limit'' on page 49). To change the speaker limit during the conference, proceed as follows:

▶ Move the mouse pointer to the left-hand margin of the screen.
The tool palette opens.

▶ From the ''Max Micro ON'' drop-down list, choose the desired speaker limit (from 1 to 15).
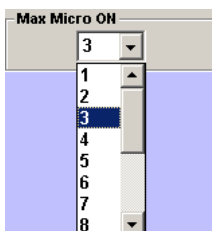
Note:

In the ''FIFO'' an ''group 1'' to ''group 4'' conference modes, the speaker limit is preset and cannot be changed.

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Changing the volume of the consoles' built-in loudspeakers

To change the volume of the consoles' built-in loudspeakers:

▶ Move the mouse pointer to the left-hand margin of the screen.
The tool palette opens.

▶ Move the slider in the ''Volume Floor'' box.
The volume changes as soon as you release the slider.

Turning the central unit's audio inputs and outputs on and off during a conference

To turn the audio input and outputs of the central unit on and off:

▶ Move the mouse pointer to the left-hand margin of the screen.
The tool palette opens.

▶ In the ''AUX'' box, click the check boxes of the audio inputs and output you want to turn on.
To turn an audio input or output on, a tick must appear in the corresponding check box. To turn an audio input or output off, NO tick must appear in the corresponding check box.
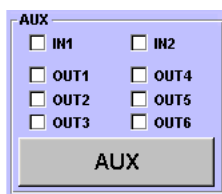
Note:

You can also turn the audio inputs and outputs on and off as described in the following section.

Changing the configuration of the audio inputs and outputs during a conference

To change the configuration of the audio inputs and outputs during a conference:

▶ Move the mouse pointer to the left-hand margin of the screen.
The tool palette opens.

▶ In the tool palette, click the ''AUX'' button.
The ''AUX IN/OUT'' dialog box opens.

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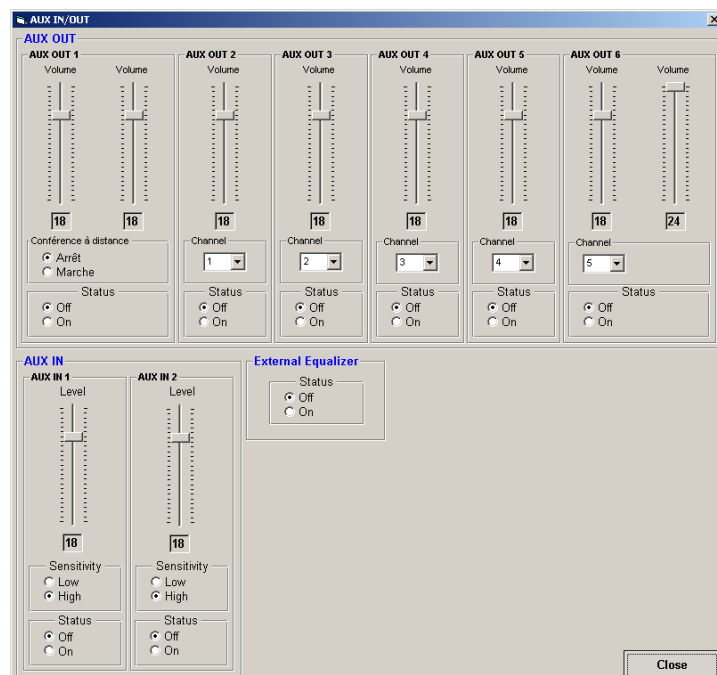
▶ Change the configuration of the audio inputs and outputs as desired. You configure the same settings as in the "AUX-In/Out" menu of the central unit (see "Configuring the audio inputs and outputs" on page 105 of the SDC 8200 system manual).
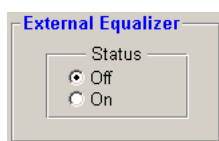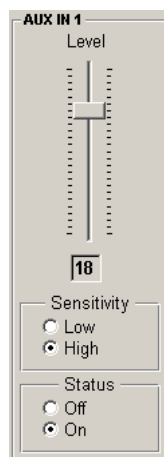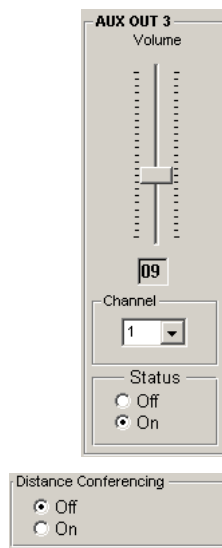
- Use the volume sliders to set the volume of the audio signal available at the corresponding audio output.
- Click the "Off" option button in the "Status" box to turn the corresponding audio input or output off.
- Click the "On" option button to turn the corresponding audio input or output on.

Note:

You can also turn the audio inputs and outputs on and off as described in the previous section.

- From the "Channel" drop down list, choose the number of the interpretation channel that is to be assigned to the corresponding audio output. If you choose "0", the floor channel is assigned.
- Click the "On" option button in the "Distance Conferencing" box to prevent echo during remote conferencing (see "Setting up remote conferences" on page 57 of the SDC 8200 system manual).
- Use the level sliders to set the input level of the corresponding audio input.
- Click the "Off" option button in the "Status" box to turn the corresponding audio input or output off.
  Click the "On" option button to turn the corresponding audio input or output on.
- Click the "Low" option button in the "Sensitivity" box to set a low sensitivity for the corresponding audio input.
  Click the "High" option button to set a high sensitivity for the corresponding audio input.

▶ Change the configuration for an external equalizer as desired.

- Click the "On" option button in the "External Equalizer" box if an external equalizer is connected to the central unit.

Caution!

If the "On" option button in the "External Equalizer" box is activated, the central unit outputs the audio signals of the consoles' microphones via the audio output and not via the consoles' built-in loudspeakers. However, if no external equalizer is connected, no audio signals can be heard through the consoles' built-in loudspeakers.

▶ Click the "Close" button.
The configuration of the audio inputs and outputs is changed. All changes are also displayed in the central unit's operating menu.

Note:

If you change the configuration of the audio inputs and outputs via the central unit's operating menu, this is automatically detected by the software and immediately displayed in the "AUX IN/OUT" dialog box.

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Configuring the VIP mode

VIP units are marked with a little blue square in the upper left corner of the conference console icon.

To switch the VIP mode off:

▶ Move the mouse pointer to the left-hand margin of the screen.
The tool palette opens.

VIP: ON

▶ In the tool palette, click the ''VIP: ON'' button.
The little blue squares disappear from the conference console icons. All conference consoles configured as VIP units (see ''Configuring VIP units'' on page 36) loose the VIP rights. The button changes to ''VIP: OFF''.
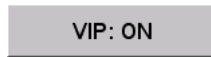
To switch the VIP mode on:

VIP: OFF

▶ In the tool palette, click the ''VIP: OFF'' button.
The blue squares are displayed on the confernce console icons. All conference consoles configured as VIP units (see ''Configuring VIP units'' on page 36) obtain the VIP rights.The button changes to ''VIP: ON''.
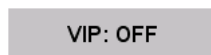
Displaying the group assignment of a conference console during a conference

To display the audio group and voting group assignment of a conference console during a conference:

▶ Press the ''Ctrl'' key and keep it pressed.

▶ Right-click the conference console whose group assignments you want to display.
The dialog box for displaying groups opens. The numbers of the audio group and the voting group to which the conference console is assigned are displayed.

To close this dialog box:

▶ Click the ''Close'' button.

Displaying the overview of groups during a conference

To display the overview of groups during a conference:

▶ Move the mouse pointer to the left-hand margin of the screen.
The tool palette opens.

Group

▶ In the tool palette, click the ''Group'' button.
The ''Group Overview'' dialog box opens.

▶ From one of the two drop down lists ''Audio Group'' or ''Vote Group'', choose the number of the group to be displayed.
The description of the selected group and the group color are displayed. (You cannot edit the description and the group color in this dialog box.) In addition, the microphone numbers of all conference consoles assigned to the selected group are displayed in the ''Members'' list.

▶ Click the ''Show'' button.
In the synoptic view, all conference consoles assigned to the selected group are highlighted in the group color of the group.

To return to the normal display:

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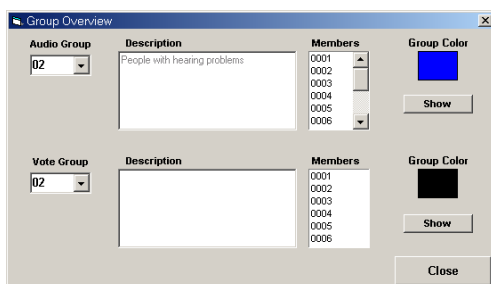
► In the "Group Overview" dialog box, click the "Close" button.
All conference consoles are displayed in their original color instead of the group color.

Changing the audio settings during a conference

To change the audio settings during a conference:

► Move the mouse pointer to the left-hand margin of the screen.
The tool palette opens.

Audio Settings

► In the tool palette, click the "Audio Settings" button.
The "Audio Settings" dialog box opens.

Group 01
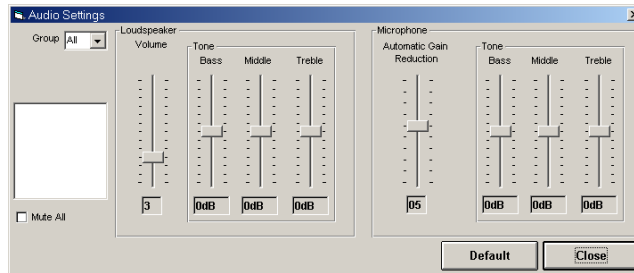
► If you have created audio groups:
From the "Group" drop down list, choose the number of the audio group whose audio settings you want to change.
The group color is displayed in the field below the "Group" drop down list and the description of the group is displayed in the field below the group color field.

To change the audio setting of all conference console icons, choose "All" from the "Group" drop down list.
In this case, the group color field and the field displaying the description of the group remain empty.

► In the "Loudspeaker" box, adjust the audio settings for the consoles' built-in loudspeakers. Here you adjust the same settings as in the "Loudspeaker" menu of the central unit (see "Adjusting the audio settings for the consoles' built-in loudspeakers" on page 90 of the SDC 8200 system manual).

► In the "Microphone" box, adjust the audio settings for the consoles' microphones. Here you adjust the same settings as in the "Microphone" menu of the central unit (see "Adjusting the audio settings for the consoles' microphones" on page 91 of the SDC 8200 system manual).

• The "Volume" slider in the "Loudspeaker" box allows you to set the volume of the consoles' built-in loudspeakers.

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Automatic Gain
Reduction

05
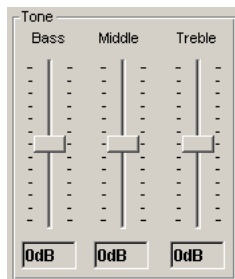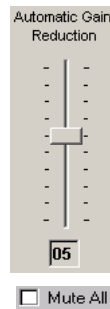
- The "Automatic Gain reduction" slider in the "Microphone" box allows you to set the automatic gain reduction of the consoles' microphones.

☐ Mute All

- The "Mute All" check box allows you to mute the conference consoles of all audio groups.

Tone

Bass   Middle   Treble

0dB   0dB   0dB

- The "Low", "Middle", and "Treble" sliders in the "Tone" boxes allow you to adjust the bass, middle and treble response of the consoles' built-in loudspeakers and microphones.

Note:

If you change the audio settings via the central unit's operating menu, this is automatically detected by the software and immediately displayed in the "Audio Settings" dialog box.

Changing the conference mode during a conference

To change the conference mode during a conference:

Mode
NO REQUEST
REQUEST MODES ▶ WITH REQUEST
✔ DIRECT ACCESS   WITH REQUEST   no clear
F.I.F.O.
GROUP 1
GROUP 2
GROUP 3
GROUP 4
OVERRIDE

▶ Make sure that no-one is currently speaking.
When changing the conference mode, all microphones are turned off automatically!

▶ From the "Mode" menu, choose the desired conference mode.
The setting becomes effective immediately. The new conference mode is displayed in the "Mode" box of the control palette.

Saving or printing the data of all inserted chip cards

To save the data of all inserted chip cards in a file (e.g. in order to document the presence of the delegates), you require the SDC 8200 SYS software:

Present Badges
Save
Print
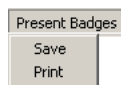
▶ From the "Present Badges" menu, choose "Save".
The file selection box opens.

▶ Select a folder, the file name and the extension "mdb" and confirm your selection by clicking the "OK" button.
All inserted chip cards are read and the data are saved in a database file in the order of the microphone numbers.

Example:

```
"C:\Programs\SDC8200\S_CM\Data\File.mbd","2004-
01-01","12:00:00",""

"Micro",  "Badge",  "Name",    "Party"
4,        1,        "Archer",  "USA"
5,        2,        "Becker",  "GER"
6,        3,        "Miller",  "CAN"
```

To print the data of all inserted chip cards:
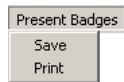
▶ From the "Present Badges" menu, choose "Print".
All inserted chip cards are read and the data are printed in the order of the microphone numbers.

Testing the loudspeakers of the conference consoles

To test the loudspeakers of the connected conference consoles:
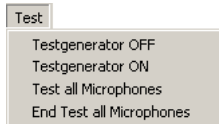
▶ From the "Test" menu, choose "Test Generator ON".

▶ The "Test Generator ON" button is displayed. All active consoles are deactivated automatically. The central unit transmits a test tone which is reproduced by all operational conference consoles.

Test Generator ON

To end the loudspeaker test:
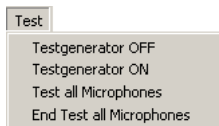
▶ From the "Test" menu, choose "Testgenerator OFF" or click the "Test Generator ON" button.
The "Test Generator ON" button disappears and the test tone stops.

To test the microphones of the connected conference consoles:
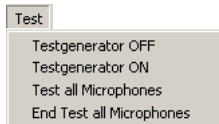
▶ From the "Test" menu, choose "Test all Microphones".
The "Test all Microphones" button is displayed.

Test all Microphones | **3**

All active consoles are deactivated automatically. All operational consoles are activated for approx. 1 second each. The microphone number of the currently active console is displayed on the "Test all Microphones" button and the signal light ring on the currently active console lights up.

To end the microphone test:
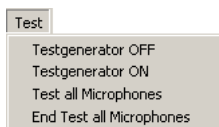
▶ From the "Test" menu, choose "End Test all Microphones" or click the "Test all Microphones" button.
The "Test all Microphones" button disappears and the microphone test is ended.

Creating a text message

To create a text message and display it on the displays of the conference consoles:
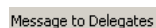
▶ Click the "Message to Delegates" menu.
The "Message to Delegates" window opens.

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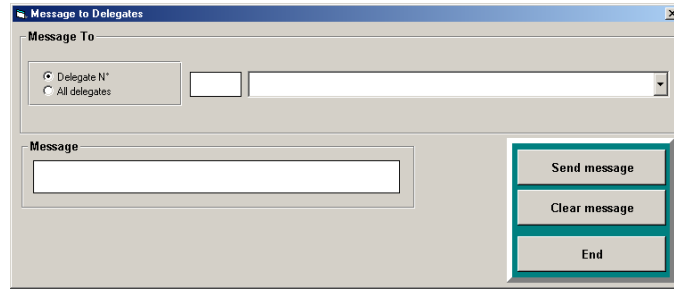
▶ Enter the message in the ''Message'' box.
You can enter a maximum of 40 characters.

Note:

Special characters such as accents and umlauts are not displayed correctly on the displays.

To send the message to all delegates:

▶ Click the ''All delegates'' option button.

▶ Click the ''Send message'' button.
The message is sent to the displays of all connected conference consoles.

To send the message to a certain delegate:

▶ Click the ''Delegate N°'' option button and enter the microphone number in the field on the right of the option button or select the name of the delegate from the drop down list box.

▶ Click the ''Send message'' button.
The message is sent to the display of the selected conference console.

▶ Select the next delegate to receive this message and click the ''Send message'' button again.

To clear the message from the ''Message'' box:

▶ Click the ''Clear message'' button.
The message is cleared from the ''Message'' box.

Triggering acoustic signals

You can use two different acoustic signals, e.g. to announce the beginning of the conference or the start of the voting session. You can select the signal via the options (see ''Configuring acoustic signals'' on page 45).

To trigger an acoustic signal:

▶ In the voting window, click one of the buttons ''Bell'' or ''Start''.
The signal is output via the sound card of the PC.

Voting

All conference consoles have at least three voting keys **26**, allowing you to take votes in ''1 of 3'' mode.
The SDC 8200 CV and SDC 8200 DV conference consoles have five voting keys **26**„ allowing you to take votes in ''1 of 3'' and ''1 of 5'' mode.
In order to be able to take votes in ''1 of 5'' mode, you require the SDC 8200 SYS software.

Loading the agenda file

To start a vote or a series of votes:

▶ Move the mouse pointer to the left-hand margin of the screen.
The tools palette opens.

VOTE

▶ Click the ''VOTE'' button.
The file selection box opens.

▶ Select an agenda file and confirm your selection by clicking the ''OK'' button.
The voting window opens.
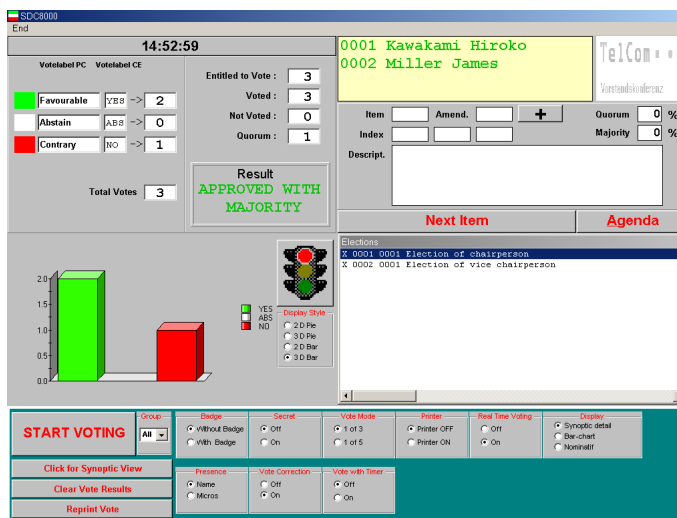
The left-hand side of the window shows:

• the current time of the current voting item,

• the name of the three or five voting options (colors/abbreviations on the displays of the conference consoles) and the voting result in numbers,

• a graphic representation of the voting result (circle or bar graph).

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The right-hand side of the window shows:

- a yellow box in which the names of the delegates who make a request to speak are shown in green (if you click one of the names with the left mouse button, the corresponding delegate is assigned the ''speaking right''),
- if specified – two logos which appear one above the another (on the top right) (see ''Configuring the voting settings'' on page 42),
- the ''Next Item'' and the ''Agenda'' buttons and
- the loaded agenda file (Agenda).

The lower part of the window shows:

- the buttons for starting and ending the votes (on the left) and
- the voting settings (on the right).

Changing the agenda

You can change the agenda until shortly before the vote starts:

▶ Click the ''Agenda'' button.
The agenda opens.
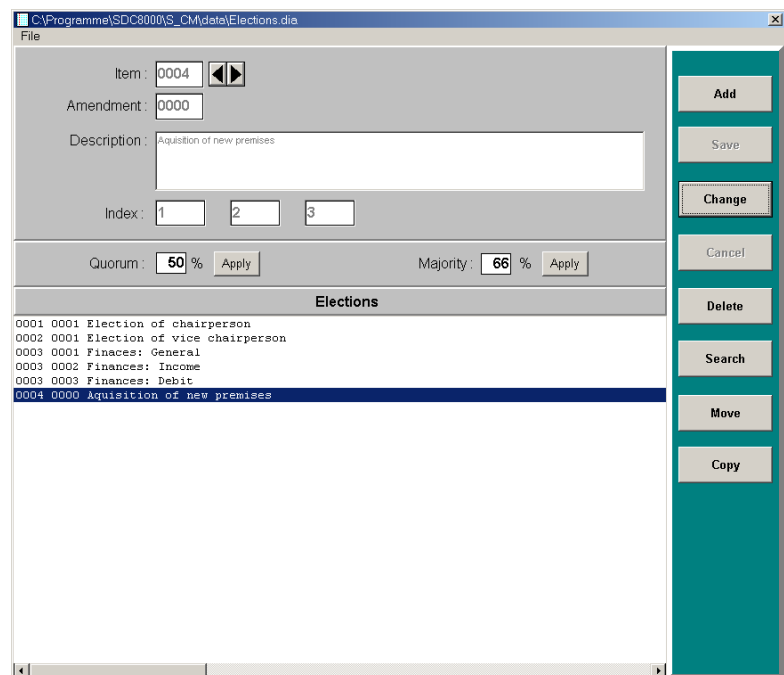
Selecting the voting settings

Choosing the voting groups

To restrict votes to certain conference participants, you first have to define voting groups as described under "Defining groups" on page 34.

▶ From the "Group" drop down list, choose the number of the voting group which is to participate in the vote.

To allow all participants to participate in the vote, choose "All" from the "Group" drop down list.

Taking votes with or without chip cards

To restrict votes to conference participants owning a chip card, you require the SDC 8200 SYS software.

To take votes without chip cards:

▶ In the "Badge" box, click the "Without Badge" option button.
The delegates can cast their vote without a chip card.

To take votes with chip cards:

▶ In the "Badge" box, click the "With Badge" option button.
The delegates can only cast their vote when their chip cards are inserted into the chip card slots of their conference consoles and the green LED on the chip card icon lights up.

Taking secret or public votes

To take a secret vote:
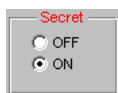
▶ In the "Secret" box, click the "ON" option button.

- If you click the "Synoptic detail" option button, the selected voting option (YES, ABS, NO or 1, 2, 3, 4, 5) is not displayed in the synoptic view.
- After a delegate has cast his or her vote, all LEDs on his or her console light up so that no one can see how he or she has voted.
- If you automatically print the voting results (see "Automatically printing the voting results" on page 84), the printout does not contain information on the delegates.
- The voting protocol files (which are automatically saved in the folder "C:\Programs\SDC8200\S_CM") do not contain information on the voting behaviour of the individual delegates.

To take a public vote:
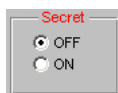
▶ In the "Secret" box, click the "OFF" option button.

- If you click the "Synoptic detail" option button, the selected voting option (YES, ABS, NO or 1, 2, 3, 4, 5) is displayed by color in the synoptic view.
- After a delegate has cast his or her vote, the LED corresponding to the voting option lights up on his or her console so that everyone can see how he or she has voted.

- If you automatically print the voting results (see "Automatically printing the voting results" on page 84), the selected voting option (YES, ABS, NO or 1, 2, 3, 4, 5) appears next to the name of the delegate on the printout.
- The vote log files (which are automatically saved in the folder "C:\Programs\SDC8200\S_CM") contain information on the voting behaviour of the individual delegates.

Selecting the voting mode

To select the voting mode "1 of 3":

▶ In the "Vote Mode" box, click the "1 of 3" option button.
The delegates can vote "Yes" or "No" or abstain.

To select the voting mode "1 of 5":

Note:

In order to be able to take votes in "1 of 5" mode, all conference consoles used must have five voting keys **26** (SDC 8200 CV or SDC 8200 DV). In addition, you require the SDC 8200 SYS software.
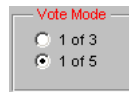
▶ In the "Vote Mode" box, click the "1 of 5" option button.
The delegates have the choice of five options.

Automatically printing the voting results

To automatically print all voting results:

▶ Make sure that the printer is connected and configured correctly and turned on.

▶ In the "Printer" box, click the "ON" option button.
After the vote is completed, the voting result is printed automatically.

To suppress the automatic printing of the voting results:

▶ In the "Printer" box, click the "OFF" option button.
After the vote is completed, the voting result is not printed. However, you can seperately print the voting result of any vote at any time (see "Printing voting results" on page 89).

Displaying how votes are cast

To display how votes are cast:
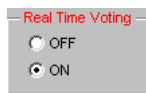
▶ In the "Real Time Voting" box, click the "ON" option button.
The display of the votes already cast is continuously updated until voting ends. If the delegates can see this display (e.g. via the video PC), this could influence their voting behaviour.

To prevent that the votes already cast are displayed during voting:

▶ In the "Real Time Voting" box. click the "OFF" option button.

Specifying the voting time

You can specify a fixed voting time. If delegates do not vote during this time, their votes become invalid.

To specify a fixed voting time:
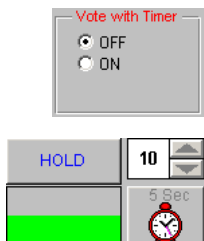
▶ In the "Vote with Timer" box, click the "ON" option button.

The "Max. voting time" list box and the clock are displayed.

▶ Click one of the arrows in the "Max. voting time" list box to specify the voting time (in seconds).

▶ Start the vote (see "Taking votes" on page 87).
The countdown begins. The green bar turns gray one section at a time. The clock is displayed and the countdown is shown in seconds.

To temporarily stop the countdown:

▶ Click the "HOLD" button.
The countdown is stopped. The delegates can also cast their votes while the countdown is on hold.

To continue the countdown:

▶ Click the "CONTINUE" button.
The countdown continues. Votes cast after completion of the voting time are invalid.

To not limit the voting time:
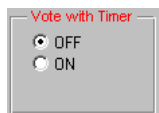
▶ In the "Vote with Timer" box, click the "OFF" option button.
Voting does not end until you click the "STOP VOTING" button.

Configuring the display of the voting results on the video PC

To configure the display style on the video PC:

▶ Start the vote (see "Taking votes" on page 87).
During voting, a bar chart always appears on the monitor, large screen display or projector connected to the video PC. The bar chart is only continuously updated during voting if the "ON" option button in the "Real Time Voting" box is selected.
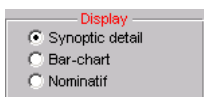
▶ After the vote is completed, click the desired option button in the "Display" box.

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- If you select "Synoptic detail", the synoptic view of the conference is shown on the video PC. Each console icon is marked with a color symbolizing the vote cast. A palette on the right-hand margin shows what the colors mean.

- If you select "Bar-chart", the voting result is shown as a bar or circle chart on the video PC. The votes cast for one option and the total votes cast are also displayed as a number.
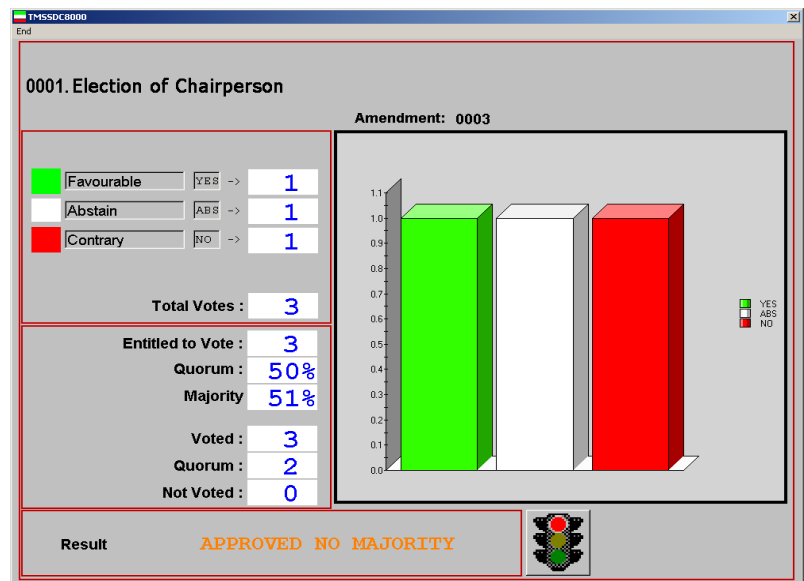
• If you select ''Nominatif'', the names of all delegates and the votes they cast are displayed in clear text.
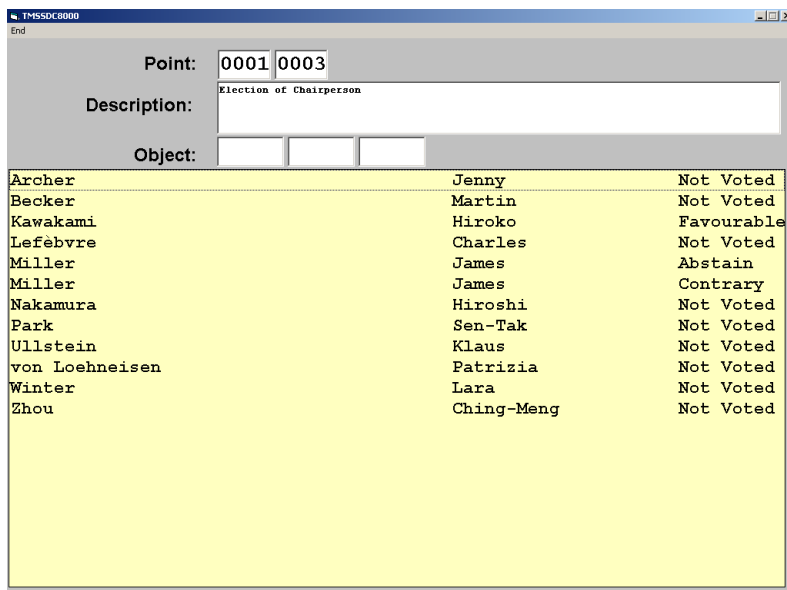
Taking votes

Starting a vote

To start a vote:

▶ Load the desired agenda file (see ''Loading the agenda file'' on page 81).

▶ Make sure that all options are configured correctly (see ''Selecting the voting settings'' on page 83).

▶ In the agenda, click the vote to be started.

▶ Click the ''START VOTING'' button.

The signal light in the ''summary'' area turns green. If a video PC is connected, the signal light turns green here too as a signal to the delegates that they are now expected to vote (see ''Configuring the display of the voting results on the video PC'' on page 85).

The displays of the consoles with voting function display the voting modes ''Vote 1 of 3'' or ''Vote 1 of 5'':
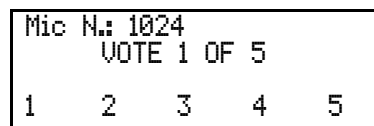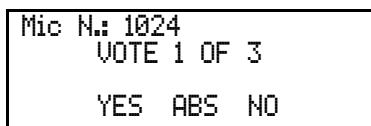
If the ''Vote with timer ON'' option is selected, the countdown begins (see ''Using the ''Global'' option button in the ''Speech Timer'' box'' on page 69).

As long as voting is still in progress, the delegates can change their vote whenever they want!

Ending a vote

A vote is ended:

- automatically when the countdown is over,
- manually if you click the ''STOP VOTING'' button.

After the vote is completed:

- the agenda displays an ''x'' in front of the voting item which has just stopped and the latter automatically moves to the end of the agenda,
- the summary shows the votes cast for all available options as well as the total votes cast,
- the voting window displays a chart which illustrates the voting result (you can change the style of this chart at any time by selecting a different option in the ''Display Style'' area),
- the voting result is displayed on a video PC (if connected),
- the displays of the consoles display the votes cast for the available options (see ''Configuring the display of the voting results on the video PC'' on page 85),
- the voting result is printed automatically if the ''Printer ON'' option is selected (see ''Automatically printing the voting results'' on page 84),
- the safety folder (see ''Configuring the log files'' on page 47) saves two protocol files which contain all voting details – including the voting result.

To delete the display of the voting result on the master PC and all connected video or slave PCs:

▶ Click the ''Clear Vote Results'' button.
All that is deleted is the display of the voting results. The saved protocol files with the voting results are not deleted. The system is now ready for voting again.

Assigning the votes cast to the delegates

To see which vote a certain delegate cast:

Note:

It is only possible to assign the votes cast to the delegates if the ''Secret OFF'' option button is selected (see ''Taking secret or public votes'' on page 83).

▶ Click the ''Click for Synoptic View'' button.
The synoptic view is displayed. The console icons appear in the color which corresponds to the vote cast (see also the color legend in the summary).

Note:

You can display further details on a connected video PC (see ''Configuring the display of the voting results on the video PC'' on page 85).

Printing voting results

To exceptionally print a voting result from a series of votes:

Reprint Vote

▶ Click the "Reprint Vote" button.
The file selection box opens.

▶ Select the voting results to be printed and confirm your selection by clicking the "OK" button.
The selected voting results are printed.

To automatically print each voting result:

▶ Click the "Printer ON" option button (see "Automatically printing the voting results" on page 84).
The voting result is automatically printed after the vote is completed.

Repeating a vote

To repeat a vote:

▶ In the agenda, click the vote which has already been taken and which you want to repeat.

▶ Press the "Del" key.
The "x" in front of the vote which has already been taken disappears.

START VOTING

▶ Click the "START VOTING" button again.
The vote is repeated.

Automatically proceeding to the next voting item

Once you have completed a vote from the agenda, you can automatically proceed to the next voting item on the agenda using the "Next Item" button.

Next Item

▶ Click the "Next Item" button.
The subject and details of the voting item at the very top of the agenda are displayed in the status area on the top left of the voting window. You can start this vote immediately by clicking the "START VOTING" button.

Ending the "Confsys" program

To end the "Confsys" program:

End　　▶ Click "End" on the menu bar.
The program is ended. If consoles are active when you exit the program, they remain active. The conference is not interrupted, but is now controlled via the central unit only.

Configuring the interpretation system

This chapter provides information on how to quickly and easily configure the consoles of your interpretation system (but not the consoles of the conference system) using the software.

For configuring the interpretation system, you require the S-IM (Interpreter Management) software module which is started as follows:

▶ Click ''Start'' and select ''Programs'', ''SDC 8200'' and ''S_IM'' one after the other. The click ''Intsys''.
The ''Interpreter Management'' window opens.
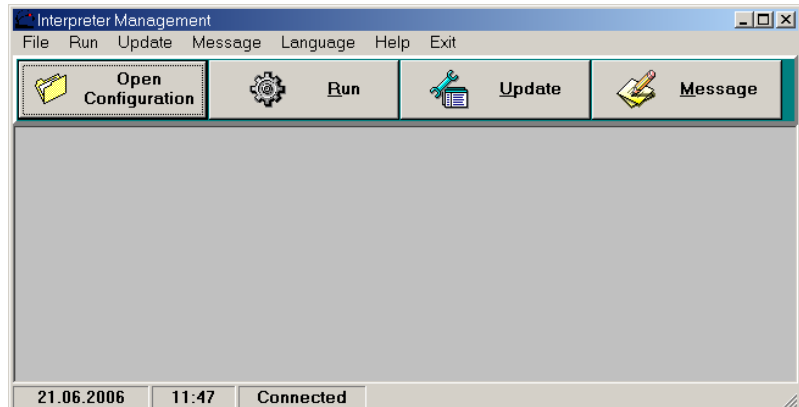
The ''Interpreter Management'' window consists of:

• the menu bar

• the buttons

| To open an interpretation configuration: | To monitor the status of the interpreter consoles during the conference: | To change the language for the B-channel: | To send text messages to displays of the interpreter consoles: |

• the status bar
(displays the date, the time and the status of the COM connection)

Creating an interpretation configuration

To create a new interpretation configuration:
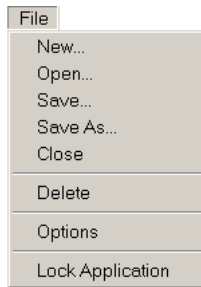
▶ From the ''File'' menu, choose ''New…''.
The ''Create new configuration'' window opens.
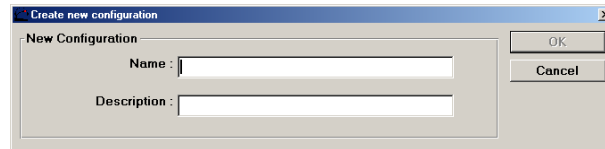
▶ In the ''Name'' field, enter the name of the interpretation configuration to be created (eight characters max.).

▶ In the ''Description'' field, enter a description of the interpretation configuration to be created.

▶ Click the ''OK'' button.
A subfolder with the name of the interpretation configuration is created in the folder ''C:\Programs\SDC8200\S_IM'' and all data of the configuration are saved in this subfolder.
The ''Configuration Options'' window opens.
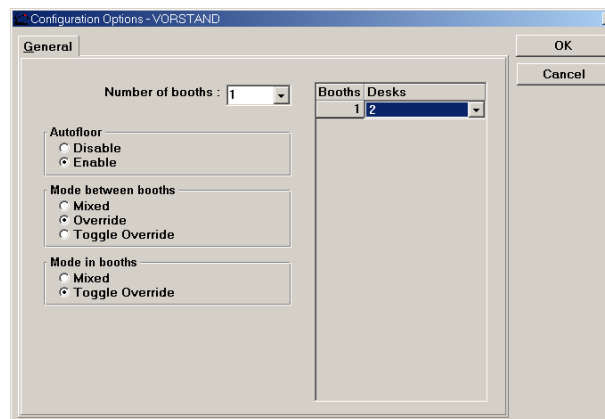
▶ From the ''Number of booths'' drop down list box, select the total number of interpreter booths in your configuration:

• If you are using the SDC 8200 SYS software, you can manage up to 28 languages.

• If you are using the SDC 8200 SYS-M software, you can only manage four languages.

For each booth, a row is added to the table on the right.

▶ In each row of the table, click the ''Desks'' column.
The ''Desks'' drop down list box opens.

▶ From each ''Desks'' drop down list box, select the number of interpreter consoles installed in the corresponding booth.

• If you are using the SDC 8200 SYS software, you can configure up to 28 interpreter consoles per booth.

• If you are using the SDC 8200 SYS-M software, you can only configure up to two interpreter consoles per booth.

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▶ Configure the following options according to your conference requirements:
  - Autofloor
  - Mode between booths
  - Mode in booths

Note:

For information on the auto-floor function, see ''Enabling the auto-relay interpretation function (Auto-floor)'' on page 101 of the SDC 8200 system manual; for information on the operating modes between or within the interpreter booths, see ''Configuring the operating mode between booths'' on page 98 and ''Configuring the operating mode within a booth'' on page 99 of the SDC 8200 system manual.

▶ Click the ''OK'' button.
  The ''Desk Language Assignment'' window opens (see ''Assigning languages to the interpreter booths'' on page 94).

Opening an interpretation configuration

To open an existing interpretation configuration:

▶ From the ''File'' menu, choose ''Open...'' or click the ''Open Configuration'' button in the ''Interpreter Management'' window.
  The ''Open Configuration'' window opens.
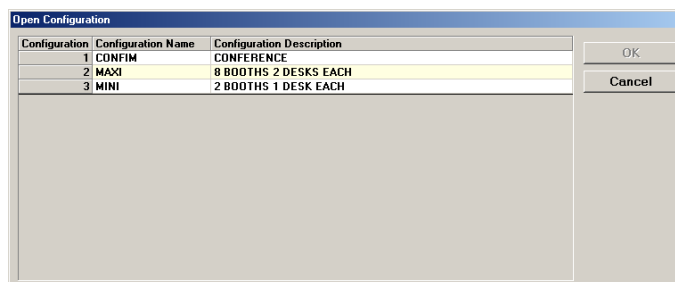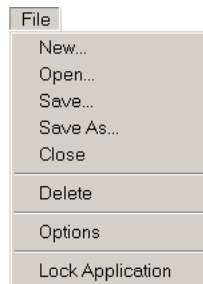
▶ Click the configuration you want to open and confirm your selection by clicking the ''OK'' button.
  The ''Desk Language Assignment'' window opens (see ''Assigning languages to the interpreter booths'' on page 94).

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Deleting an interpretation configuration

To delete an existing interpretation configuration:

▶ From the ''File'' menu, choose ''Delete''.
The ''Delete Configuration'' window opens.
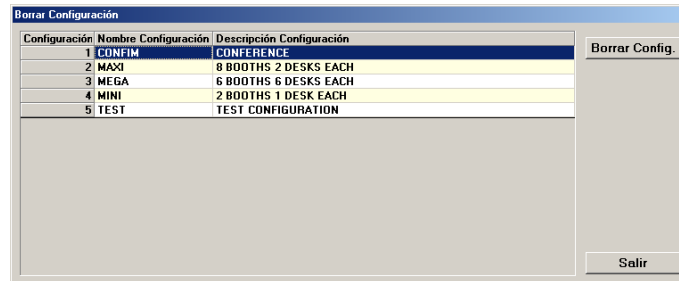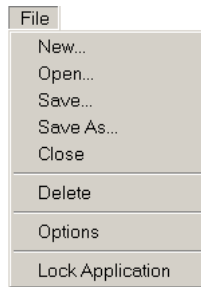
▶ Click the configuration you want to delete and click the ''Delete'' button.
A dialog box opens.

▶ Confirm the deletion of the selected configuration by clicking the ''OK'' button.
The subfolder with the name of the interpretation configuration is deleted from the folder ''C:\Programs\SDC8200\S_IM'' and all parameters of the configuration are deleted.

Assigning languages to the interpreter booths

After you have created or opened an interpretation configuration, the ''Desk Language Assignment'' window opens.
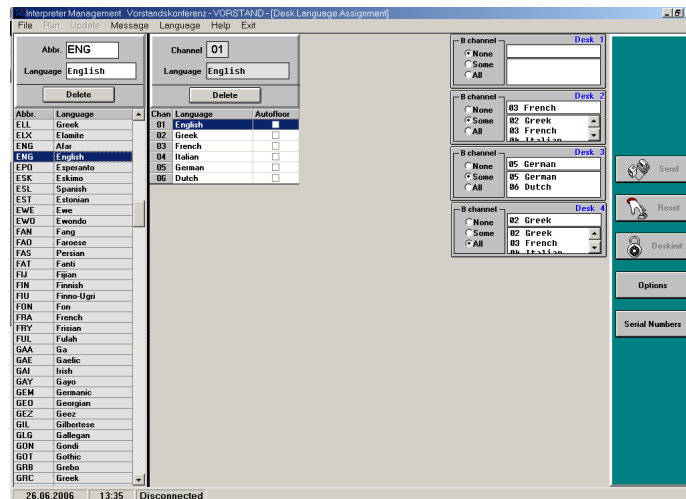
The ''Desk Language Assignment'' window contains:

• the language table (on the left),

• the booth table,

• the interpreter console boxes (''Desk 1'', ''Desk 2'', etc.) and

• the ''Send'', ''Reset'', ''Deskinit'', ''Options'' and ''Serial Numbers'' buttons (on the right).

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Editing the language table

The language table contains the languages and their assigned abbreviations. After initialization, the abbreviations are displayed on the displays of the interpreter consoles. You can edit the language table.

Note:

The abbreviations and names of the languages comply with ISO 639.2.

To add languages and abbreviations to the language table:

▶ Click an empty row at the bottom of the table.

▶ In the "Abbr." field, enter the abbreviation for the language (three characters max.) which is to be displayed on the consoles' displays.

▶ In the "Language" field, enter the name of the language (ten characters max.).
The language is added to the language table.

To change a language or abbreviation in the language table:

▶ Click the row you want to change.
The abbreviation and the name of the selected language appear in the "Abbr." and "Language" fields.

▶ Change the abbreviation and the name of the language in the "Abbr." and "Language" fields.

To delete a language or abbreviation from the language table:

▶ Click the row you want to delete.
The abbreviation and the name of the selected language appear in the "Abbr." and "Language" fields.

▶ Click the "Delete" button.
The language is deleted from the language table of this configuration.

Assigning an interpreter booth its main target language (A-channel)

To assign an interpreter booth its main target language (A-channel):

▶ In the booth table, click the booth to which you want to assign its main target language.
The channel number of the selected booth is displayed in the "Channel" field. A drop down arrow for selecting the language appears in the "Language" column.

▶ Click the drop-down arrow in the "Language" column and select the language you want to assign to the selected booth.
The selected main target language is displayed in the "Language" field and in the "Language" column of the booth table.
The channel number and the abbreviation for the language are displayed in the upper right corner of the interpreter console display next to the channel key "A".

To change the language assignment for the A-channel:

▶ In the booth table, click the booth whose main target language you want to change.
The channel number of the selected booth is displayed in the "Channel" field and the language is displayed in the "Language" field. The drop

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down arrow for selecting the language appears in the ''Language'' column.

▶ Click the drop down arrow in the ''Language'' column and select the new main target language you want to assign to the selected booth. The selected language is displayed in the ''Language'' box.

To delete the language assignment for the A-channel:

▶ In the booth table, click the booth whose main target language you want to delete.
The channel number of the selected booth is displayed in the ''Channel'' field and the language is displayed in the ''Language'' field. The drop down arrow for selecting the language appears in the ''Language'' column.

▶ Click the ''Delete'' button.
The language assignment is deleted and the selected booth is no longer assigned any language.

Preconfiguring the languages for the B-channel of an interpreter console

Apart from the main target language (A-channel), you can preconfigure a second target language (B-channel). The interpreters can change the configuration of the B-channel at any time during the conference (see ''Configuring the B-channel of an interpreter console'' on page 38 of the SDC 8200 system manual). You can also change the preconfiguration of the B-channel during the conference (see ''Changing the language for the B-channel of an interpreter console during the conference'' on page 107).

To preconfigure the second target language (B-channel) of an interpreter console:

▶ In the booth table, click the booth whose interpreter consoles you want to assign a specific language for the B-channel.
The interpreter console boxes of the interpreter consoles installed in this booth are displayed.

▶ In the desired interpreter console box, click the ''B channel'' box.
The ''B channel'' dialog box opens.
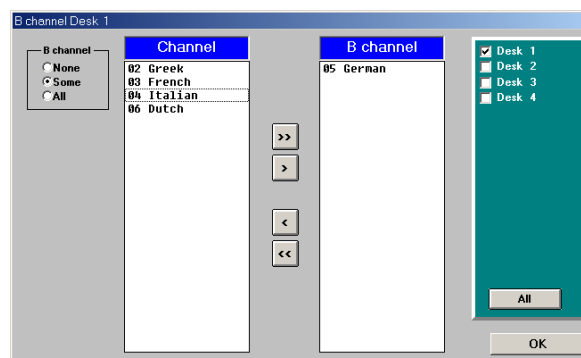
The ''B channel'' dialog box contains the ''B channel'' box on the left, the ''Channel'' and ''B channel'' lists and – on the right – the check boxes for activating the other interpreter consoles installed in this booth. The arrow buttons in the middle allow you to move the languages from one list to the other:

- Click the $>$ button to move the first language from the ''Channel'' list to the ''B channel'' list.

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- Click the ⟩⟩ button to move all languages from the "Channel" list to the "B channel" list.
- Click the ⟨ button to move the first language from the "B channel" list back to the "Channel" list.
- Click the ⟨⟨ button to move all languages from the "B channel" list back to the "Channel" list.

To assign an interpreter console one or several languages for the B-channel, add the desired languages to the "B channel" list:
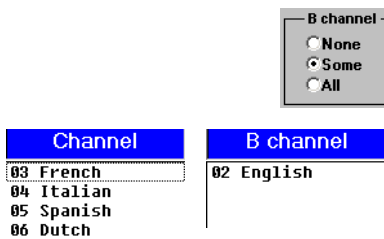
▶ In the "B channel" box, click the "Some" option button.

▶ In the "Channel" list, click the languages you want to add to the "B channel" list one after the other or click one of the buttons ⟩ or ⟩⟩. The selected languages are moved to the "B channel" list. The selection is displayed in the corresponding interpreter console box.

Via the interpreter console, the interpreter can now select a language for the B-channel from the "B channel" list (see "Configuring the B-channel of an interpreter console" on page 38 of the SDC 8200 system manual).
Languages which are not in the "B channel" list cannot be selected for the B-channel.
If you only add a single language to the "B channel" list, the interpreter can only select this language for the B-channel.

To remove languages from the "B channel" list:

▶ In the "B channel" list, click the languages you want to remove one after the other or click one of the buttons ⟨ or ⟨⟨. The selected languages are moved back to the "Channel" list.

To assign an interpreter console all available languages for the B-channel:
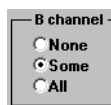
▶ In the "B channel" box, click the "All" option button.
All languages are moved to the "B channel" list and are displayed in grey.

The interpreter can now select any of these languages for the B-channel via the interpreter console (see "Configuring the B-channel of an interpreter console" on page 38 of the SDC 8200 system manual).

To prevent that the interpreter interprets into a second language, you can block the B-channel:
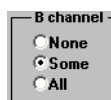
▶ In the "B channel" box, click the "None" option button.
All languages are moved to the "Channel" list and are displayed in grey.

The interpreter can no longer select a language for the B-channel via the interpreter console. He can only interpret into the main target language (A-channel).

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To assign the selection made to several interpreter consoles of the selected booth:

▶ In the right hand part of the "B channel" dialog box, click the check boxes of the interpreter consoles to which the selection made is to be assigned. To assign the selection made to all interpreter consoles of the booth, click the "All" button.

To specifically assign an interpreter console a single language for the B-channel:

▶ In the corresponding interpreter console box, click the "All" option button.
The list box for selecting the language is displayed.

▶ In the list box, click the language you want to assign to the B-channel of the selected interpreter console.
The language is displayed in the box above the list box and is assigned to the B-channel of the selected interpreter console.

To prevent that the interpreter selects a different language for the B-channel:

▶ In the corresponding interpreter console box, click the "All" option button.
The list box for selecting the language is displayed.

▶ In the interpreter console box, click the "Some" option button.

▶ In the list box, click the language whose selection you want to prevent and click the "Delete" button. Repeat for additional languages if necessary.
The languages are deleted and can no longer be selected by the interpreter.

To completely deactivate the B-channel:
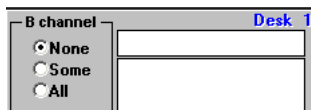
▶ In the corresponding interpreter console box, click the "None" option button.
The selection of a language for the B-channel via this console is no longer possible.

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COM port, menu language and password

To configure the COM port and the menu language or to change the password:
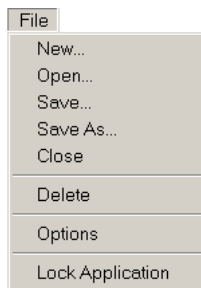
▶ From the "File" menu, choose "Options".
The "Options" window opens.
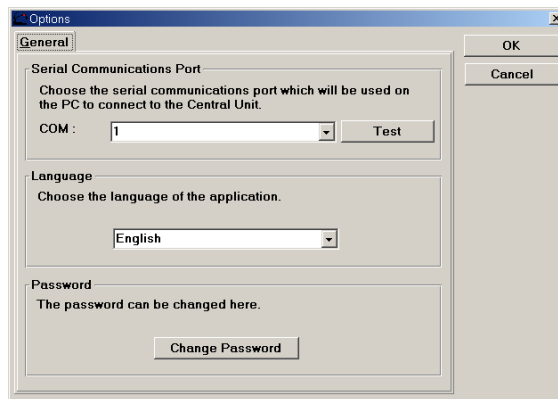
Configuring the COM port

To configure the COM port of the PC connected to the SDC 8200 CU central unit:
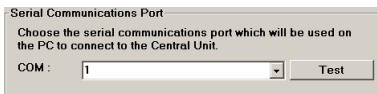
▶ From the "COM" drop down list box in the "Serial Communications Port" box, select the COM port of the PC connected to the COM 3 interface of the central unit.
If you click a COM port which is not available on your PC, a dialog box with the message "COMx not available" appears ("x" corresponds to the COM port number).

If you do not know the correct COM port, try the different options one after the other:

▶ Then click the "Test" button.

• If a dialog box with the message "Test is successful on COMx" appears, the PC can communicate with the central unit via the selected COM port. Your conference system is now ready for operation.

• If a dialog box with the message "Test failed on COMx" appears, you have to try a different COM port.

Configuring the menu language

To change the menu language of the IM software module:
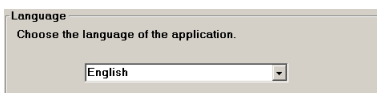
▶ From the drop down list box in the "Language" box, select the desired menu language.

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Changing the password

To change the password:

▶ Click the "Change Password" button.
The "Change Password" dialog box opens.
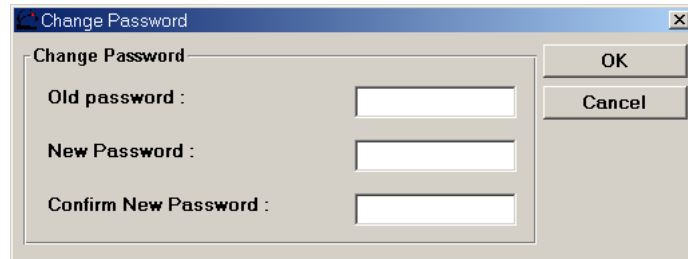
▶ In the "Old Password" box, enter the current password (see "The two passwords" on page 12).

▶ In the "New Password" box, enter the new password.

▶ In the "Confirm Password" box, re-enter the new password.

▶ Click the "OK" button to save the new password; click the "Cancel", button to keep the current password.

Locking the Interpreter Manangement software

If you need to leave your PC during a conference, you can secure your interpretation configuration and prevent unauthorized use by locking the software:
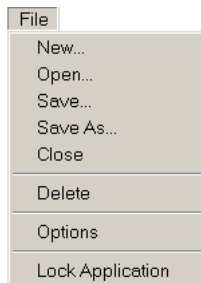
▶ From the "File" menu, choose "Lock Application".
The password dialog box opens.

▶ Enter the password and click the "OK" button.
The Interpreter Management software is locked.

To unlock the Interpreter Management software:
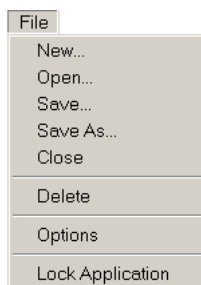
▶ From the "File" menu, choose "Lock Application".
The password dialog box opens.

▶ Enter the password and click the "OK" button.
The Interpreter Management software is unlocked.

Initializing the interpreter consoles

After your interpretation configuration has been created and all options have been set, you first have to transmit the configuration to the central unit and then initialize the interpreter consoles.

To transmit the configuration to the central unit:

▶ In the palette, click the ''Send'' button.
The ''SDC8200 S-IM'' dialog box opens.
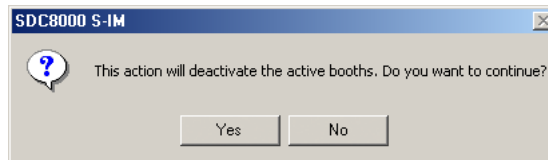
▶ Click the ''Yes'' button.
All active interpreter consoles are deactivated and the ''Sending'' info box appears. The configuration data are transmitted to the central unit.
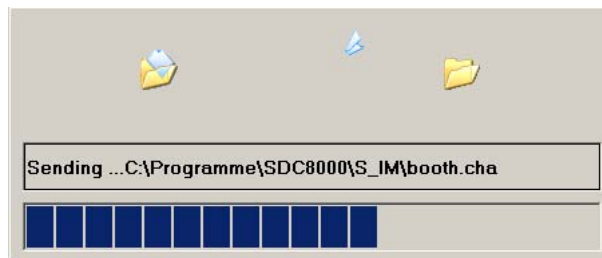
To initialize the interpreter consoles:

▶ Click the ''Reset'' button.
The ''Are you sure ?'' dialog box opens.
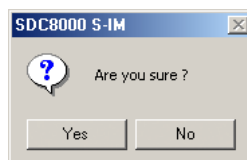
▶ Click the ''Yes'' button.
Your interpretation system is now ready for operation, if, compared with the previously transmitted and initialized configuration:

- only the languages assigned to the booths, the modes between or within booths or the options have been changed,

- the number of booths has not been changed,

- the number of consoles per booth has not been changed.

The following operating steps are only nexcessary if:

- the number of booths and/or

- the number of consoles per booth has been changed.

▶ In the palette, click the ''Deskinit'' button.

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The ''Initialize Units'' dialog box opens.

To initialize all interpreter consoles (e.g. when initializing the interpretation system for the first time or after rearranging the system):

▶ Click the ''Full Init'' button.
The signal light rings on all interpreter consoles start flashing and the displays of the consoles show the booth number (Booth) and the desk number (Desk) which will be assigned when you press the MICRO key:

```
Press Mic to confirm

   BOOTH     DESK
    01        01
```
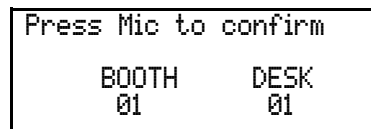
You can manually change the booth number and the desk number on the interpreter console (see ''Manually assigning an interpreter console an individual booth number'' on page 102 and see ''Manually assigning an interpreter console an individual desk number (interpreter console number)'' on page 103 of the SDC 8200 system manual).

▶ Start initializing the interpreter consoles by pressing the MIC key ⑮ of interpreter console 1 in booth 1, continue by pressing the MIC key ⑮ of interpreter console 2 in booth 1, and so on.
The signal light ring of the corresponding interpreter console goes off.

▶ After you have pressed the MIC key ⑮ on all interpreter consoles, click the ''Stop Init'' button in the palette.

▶ In the palette, click the ''Exit'' button.
Your interpretation system is now ready for operation.

To initialize newly added interpreter consoles:

▶ Click the ''Add Unit'' button.
The signal light rings on all interpreter consoles start flashing.

▶ One after the other, initialize the newly added interpreter consoles by pressing their MICRO key.
The signal light ring of the corresponding interpreter console goes off.

▶ After you have pressed the MIC key ⑮ on all interpreter consoles, click the ''Stop Init'' button in the palette.

▶ In the palette, click the ''Exit'' button.
Your interpretation system is now ready for operation.

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Changing the options later on

To change the options (modes between or within booths, number of booth or number of consoles per booth) later on:

Options

▶ In the palette, click the "Options" button.
The "Configuration Options" window opens.
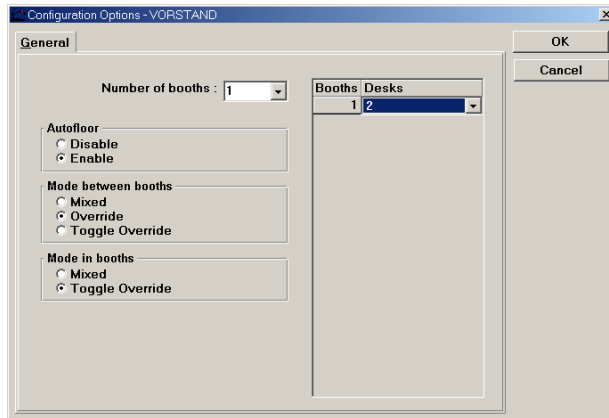
▶ Change the options and click the "OK" button.
The "Desk Language Assignment" window opens.

Displaying the serial numbers of all connected interpreter consoles

To display the serial numbers of all connected interpreter consoles:

Serial Numbers

▶ In the palette, click the "Serial Numbers" button.
The "Serial numbers" window opens.
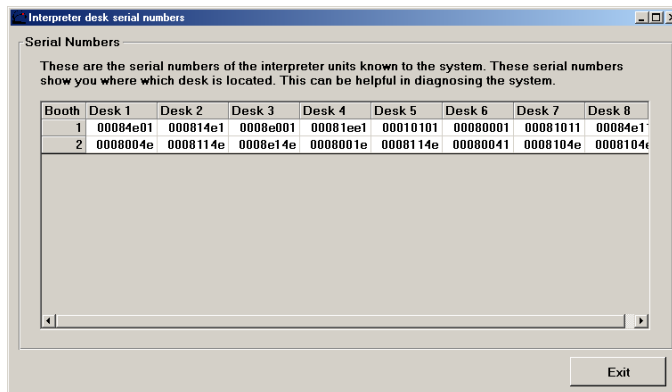
The serial number of each connected interpreter console is displayed.

Intervening in the interpretation system

During the interpretation session, you can:

- send text messages to the interpreter consoles,
- monitor the status of all interpreter consoles,
- change the language for the B-channel of an interpreter console.

Sending text messages to the interpreter consoles

To create text messages and send them to the interpreter consoles:

▶ Click "Message" on the menu bar click the "Message" button in the "Interpreter Management" window.
The "Message" window opens.
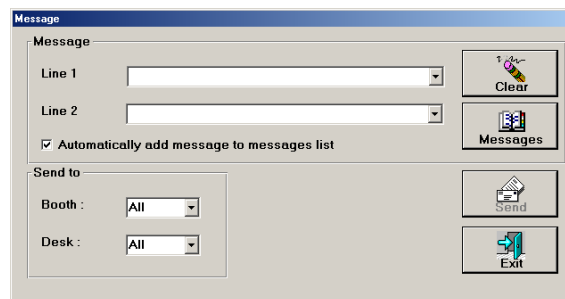
▶ Enter the message in the "Line 1 and "Line 2" boxes. You can enter up to 20 charcters per box.
Alternatively, you can select a message from the message list by clicking the arrow of drop down list box.

▶ In the "Send to" box, click the "Booth" drop down list box and select the number of the booth to which you want to send the message.

▶ In the "Send to" box, click the "Desk" drop down list box and select the number of the interpreter console to which you want to send the message.

To automatically add a newly created message to the message list:

▶ Click the "Automatically add message to messages list" check box.
When you send the message, it is automatically added to the message list.

▶ Click the "Send" button.
The message is sent to the selected interpreter console(s). The yellow "Message" LED on the corresponding console(s) lights up. The interpreter can read the message while pressing the "Message" key and keeping it pressed. Please note that there is no feedback as to whether the message is actually read.

To manage the message list:

▶ Click the "Messages" button.

The ''Message History'' window opens.
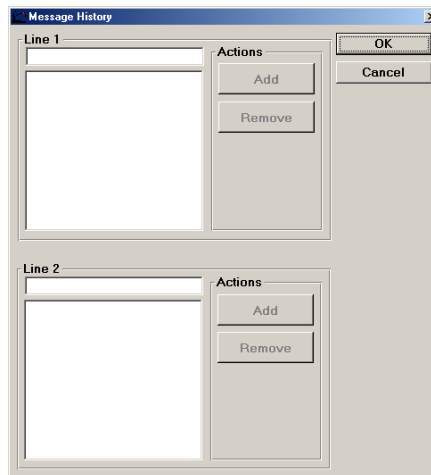
▶ From the ''Line 1'' or ''Line 2'' boxes, select a message by clicking it.

To edit a line from the message list:

▶ Click the line you want to edit.
The text is displayed in the box above the list.

▶ Edit the text.

▶ Click the ''Add'' button.
The edited line is added to the message list.

To delete a line from the message list:

▶ Click the ''Remove'' button.
The line is deleted.

To add a new line to message list (without sending this line):

▶ Enter the text in the ''Line 1'' or ''Line 2'' box.

▶ Click the ''Add'' button.
The new line is added to the message list.

Monitoring the status of all interpreter consoles

To monitor the status of all interpreter consoles:

Run

Monitor

▶ Choose ''Run'' from the menu bar or click the ''Run'' button in the ''Interpreter Management'' window.
The ''Run'' window opens.

Booth	A Channel	Desk	A/B	Act. lang.	Autofl	Mix	Quality	Relay
01	01 DEU	1	A	01 DEU			+	00
02	02 ENG	1	A	02 ENG			+	00
03	03 FRA							
04	04 ITA							
05	05 ESL							
06	06 DUT							
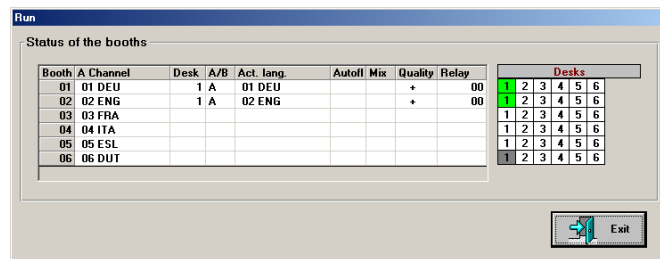
The channel table displays for each channel:

• in the ''A Channel'' column: the main target language

• in the ''Desk'' column: the currently active console in this booth

• in the ''A/B'' column: the channel (A or B) used by the interpreter

• in the ''Act. lang.'' column: the current target language

• in the ''Autofloor'' column: whether the ''Auto-floor'' function is enabled

• in the ''Mix'' column: whether the ''Mixed'' mode is active

• in the ''Quality'' column: the quality of the interpretation
''+'' is displayed if the interpreter works directly from the source language into the target language
''-'' is displayed if the interpreter works from a colleague's interpretation (e.g. ''Auto-floor'')

• in the ''Relay'' column: whether one of the RELAY keys is pressed on the corresponding console

The ''Desk'' overview displays:

• in green:
the active interpreter consoles in the corresponding booth

• in gray:
interpreter consoles which are not detected by the system or which are not initialized correctly

Changing the language for the B-channel of an interpreter console during the conference

To change the language for the B-channel of an interpreter console during the conference:

Ändern B-Kanal
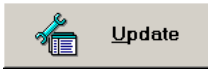
Update

▶ Click the "Update" on the menu bar or click the "Update" button in the "Interpreter Management" window.
The "Update B Channel" window opens.
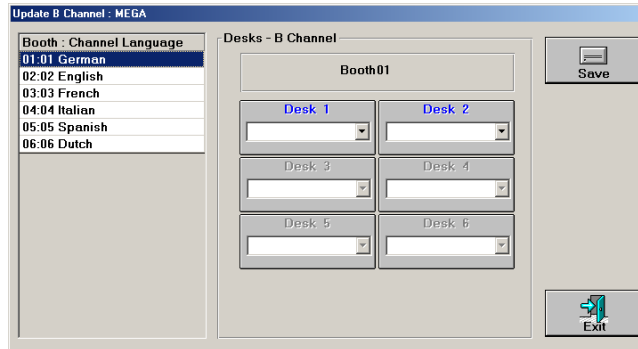
The "Update B Channel" window shows the booth table on the left and all interpreter console boxes belonging to the selected booth on the right.

▶ In the booth table, click the booth with the interpreter console whose B-channel configuration you want to change.
The interpreter console boxes of the selected booth appear. Interpreter console boxes in which "Desk .." is displayed in blue represent consoles which are initialized correctly; interpreter console boxes in which "Desk .." is displayed in gray represent consoles which are not initialized correctly and cannot be selected.

Desk 2

02 English
03 French
04 Italian
05 Spanish
06 Dutch
07 Japanese
08 Russian

▶ In the desired interpreter console box, open the drop down list box.

▶ From the drop down list box, select the language you want to assign to the B-channel of the selected interpreter console and click the "Save" button.
The B-channel of the selected interpreter console is configured and the abbreviation of the assinged language appears on the display of the interpreter console.

Note:

If some language do not appear in the drop down list box, their selection for the B-channel has been prevented (see "Preconfiguring the languages for the B-channel of an interpreter console" on page 96).

Upgrading the software license

To upgrade the software license:

▶ Make sure that the dongle is inserted into the correct port of your PC.

▶ Click "Start" and select "Programs" and "SDC 8200" one after the other. Then click "Field exchange utility".
The "Field exchange utility" window opens.

▶ Click the "Get Locking Code" button.
The code is displayed in the box above the button.
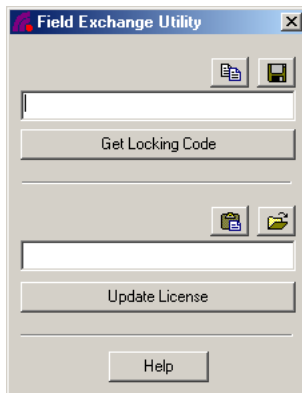
To save this code in a file:

▶ Click the "Save locking code to a file" icon ( ).

To copy the code to the clipboard:

▶ Click the "Copy to Clipboard" icon ( ).

▶ Send this code (by email or by fax) to your Sennheiser distributor.
Within five days, you will receive the new license in the form of a license code.

▶ Enter this license code in the box above the "Update License" button.

To avoid typing errors:

▶ Use the "Paste from Clipboard" icon ( ) to paste the code received by email and copied to the clipboard in the box.

▶ If the new license code is saved in a file, click the "Load license code from a file" icon ( ).

To enable the license:

▶ Make sure that the dongle is inserted into the correct port of your PC.

▶ Click the "Update License" button.

▶ Close the "Field exchange utility" window and start the software.

Note:

For further information, click the "Help" button.

Folders and file types

The two SDC 8200 programs "Confsys" and "IntSys" use the following folders and file types.

Folders

During software installation, the two folders "`S_CM`" (for the data of the conference system) and "`S_IM`" (for the data of the interpretation system) are created in the selected installation folder (preset: "`C:\Programs\SDC8200`").

In each of these two folders, a "`data`" subfolder is created in which you can save your conference files.

When you create a new interpretation configuration, a subfolder with the name of the configuration is created in the folder "`C:\Programs\ SDC8200\S_IM`".

File types

The software writes and reads the following file types:

Synoptic view file	`*.tec`
Delegate database	`*.del`
Agenda	`*.dia`
	`*.lnd`
Text file with delegate database (can be imported)	`*.txt`
Text file with voting items (can be imported)	`*.txt`
Voting results	`year_month_day--No_description.txt`
	`2005_01_01--001_01_description.txt`
Statistics file	`year_month_day--No_description.vot`
	`2005-11-11--001_01_Election of Chairperson.vot`
Present badges	`P month day hour minutes h.minutes l second`
	`P0411100.251`
Microphone logging	`miclog_year_month_day_hour_minute_second.log`
	`miclog_2005_01_01_12_59_59.log`
Badge logging	`badgelog_year_month_day_hour_minute_second.log`
	`badgelog_2005_01_01_12_59_59.log`
Interpretation configuration	`booth.cha`
Booth parameter	`booth.par`
Booth parameter	`booth.pio`
Booth parameter	`booth.pre`
Booth parameter	`booth.001`
Description of the interpretation configuration	`booth.txt`
Name of the interpretation configuration	`naam.txt`

If problems occur…

The conference and interpretation system does not react on the software
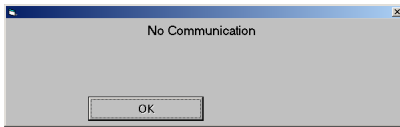
If the "No Communication" dialog box appears:

▶ See "Configuring communication with the central unit" on page 49.

▶ See "Setting the correct starting options" on page 19.
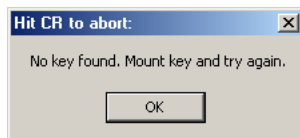
If the "Insert dongle and try again" dialog box appears:

▶ See "Connecting the dongle" on page 18.
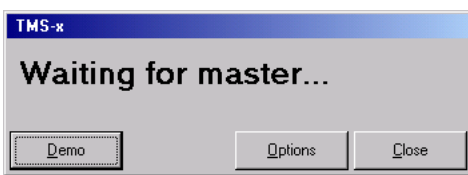
If the "Waiting for master…" dialog box appears when the program is started for the first time:

▶ See "Setting the correct starting options" on page 19.

If the "Waiting for master…" dialog box appears when the program is started for the second time or later:

▶ See "Configuring the PC in a network" on page 44 and "Configuring the COM port" on page 49.

Some consoles do not work

▶ Check if there are entries in the "#Errors" box of the control palette or if consoles are displayed in yellow in the synoptic view.

▶ Make sure that these consoles are connected correctly.

▶ If correctly connected consoles are displayed in yellow in the synotic view, these consoles are defective and have to be replaced.

Accessories

Software for PC controlling the SDC 8200 CU central unit

500975   SDC 8200 SYS: Software for the SDC 8200 CU central unit,
(full version CD-ROM, dongle, software manual)

502053   SDC 8200 SYS SW: Software for the SDC 8200 CU central unit,
(full version CD-ROM, software manual)

Note:
In addition to the SDC 8200 SYS software, you require at least one of the following software modules.

500976   SDC 8200 S-MM: S-MM (Microphone Management) software module

580977   SDC 8200 S-DM: S-DM (Delegate Management) software module

500978   SDC 8200 S-VM: S-VM (Voting Management) software module

500979   SDC 8200 S-VD: S-VD (Voting Display) software module

500980   SDC 8200 S-IM: S-IM (Interpreter Management) software module

Licenses for expanding the SDC 8200 CU central unit

500981   SDC 8200 LL-8   License for 8 language channels

500982   SDC 8200 LL-28   License for 28 language channels

Software for PC controlling the SDC 8200 CU-M central unit

500969   SDC 8200 SYS-M: Software for the SDC 8200 CU-M central unit,
incl. a dongle, the software manual and a license for four language channels

Note:
The functionality of the SDC 8200 SYS-M software cannot be expanded by additional licenses.

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